

Job Title: Program Manager	Wage/Hour Status: Exempt
Reports to: Director Counseling and Advising	Pay Grade: 103
Dept./School: Counseling and Advising	Date Revised: April 17, 2023

Primary Purpose

Oversee operation of Focus on Children and Families in the district elementary campuses; identify additional schools for social, health and welfare services. Promote collaborative by advocating for the concept of inter-agency school linked social service model.

Qualifications**Education/Certification**

Master's Degree in Social Work, Counseling or related field

Special Knowledge/Skills

- Knowledge of general program administration
- Knowledge of community agencies dealing with social and health services
- Excellent organizational, communication, public relations and interpersonal skills
- Ability to organize and present staff development sessions
- Computer knowledge in student management systems; Microsoft Word and Excel
- Ability to manage budget

Experience

Three (3) years experience in social work

Major Responsibilities and Duties

1. Plan, coordinate, and supervise the activities of the Focus on Children and Families Project.
2. Administer and oversee budgetary matters and consult with supervisor on a regular basis.
3. Coordinate with campus administration to identify additional schools for social, health, and welfare services offered by the Focus on Children and Families Program.
4. Provide staff development and information regarding services available to Family Intervention Specialists, administrators, and other campus personnel.
5. Provide the inter-agency school linked social service model aspect of Focus on Children and Families. Provide staff support by scheduling regular staff meetings.
6. Promote Focus on Children and Families Program within the community through presentations.
7. Collaborate with other social service agencies in the El Paso area.
8. Coordinate services with contractors/therapists.
9. Prepare service contracts with outside contractors/therapists.
10. Attend professional development opportunities.
11. Adhere to state and District policies, standards, regulations, and procedures.
12. Promote and follow ethical standards for social workers.
13. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel

Physical and Mental Job Requirements**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; occasional prolonged and irregular hours; occasional travel.

Terms of Employment

194 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.