

# Market Range Detail - Education Service Program Manager

## Effective Date

January 9, 2012

## Market Range Title Description

Positions in this market range title are responsible for a broad range of responsibilities in planning, directing and managing a specialized educational program in the Superintendent of Schools department.

Positions in this market range title are distinguished from those assigned to the Education Service Program Coordinator market range title in that the former exercises more independence and decision making in the overall operations and direction of the program. Positions are further distinguished from the Education Services Program Administrator in that the latter is responsible for the direction and management of multiple, educational programs and accomplishes work through subordinate Education Services Program Managers while positions in this market range title are generally responsible for the oversight of a single educational program.

Job responsibilities vary based on assigned program, but typically include: developing, implementing, and directing educational programs that will improve education and ensure opportunities for participation by educators, parents, and organizations; developing a plan for measuring program success, goal attainment, and areas for continued growth based on research and best practice; evaluating and assisting in the development of curricula; leading special projects; designing and facilitating conventions, conferences, seminars, workshops and study sessions designed to advance and improve educational programs; representing the department to State and Federal Grant Coalitions; visiting schools to evaluate program effectiveness and assist in developing strategies to improve educational programs or implement new programs; designing, developing and implementing professional development programs; writing program policies and procedures; collecting and evaluating data to assist in needs assessment and progress monitoring; assisting with the development of proposals driven by research data of best practices; generating revenues to support districts and charters through grant proposals; identifying and developing proposals for, federal, state and/or local grant monies. Incumbents may supervise staff and are generally responsible for the development and supervision of supervisory and/or professional program staff including hiring, training and performance management. Positions work under the direction of an Education Service Assistant Superintendent or Deputy Superintendent of Schools.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$33.44	\$39.38	\$45.32

## Likely Minimum Qualifications

- Master's degree in Education
- Three years of experience in education program implementation and administration specific to the area of assignment
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

## Working Titles

- Administrator - Educational Technology
- Administrator - Fiscal Compliance & Innovation
- Administrator - Instructional Leadership Development
- Administrator - Juvenile Transitions
- Administrator - Literacy Program
- Administrator - Research & Evaluation
- Administrator - Stem Program
- Education Service Program Manager
- REIL Field Specialist

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.