



# Career Opportunity

<b>POSITION TITLE</b>	<b>EDUCATION PROGRAM MANAGER</b>	
<b>DEPARTMENT</b>	<b>CORPSMEMBER DEVELOPMENT</b>	
<b>REPORTS TO</b>	<b>CORPSMEMBER DEVELOPMENT SENIOR DIRECTOR</b>	
<b>FLSA STATUS</b>	<b>FULL-TIME/EXEMPT</b>	
<b>RECRUITMENT FOCUS</b>	<b>INTERNAL AND EXTERNAL APPLICANTS</b>	
<b>POSTING DATE:</b>	<b>INTERNAL CLOSING:</b>	<b>EXTERNAL CLOSING:</b>
<b>6/10/08</b>	<b>OPEN UNTIL FILLED</b>	<b>INTERNAL RECRUITMENT</b>

## **ORGANIZATION SUMMARY**

The LA Conservation Corps (the Corps) is a private, non-profit organization that has been helping at-risk young people develop themselves since 1986. To date, more than 20,000 young people have participated in the Corps classes and service projects, learning new skills while contributing to the quality of life for all of us in the greater Los Angeles area.

## **POSITION SUMMARY**

The Program Manager fulfills the Corps mission statement of providing support to the teachers and serving as a liaison to the school principal and Corpsmember Development Director. The Program Manager is responsible for the coordination of educational planning for participants to advance their own personal and career opportunities. The Program Manager conducts timely follow up on the participant's transcripts, financial aid, college enrollment and exercises his/her abilities to facilitate activities that allow participants to explore avenues for educational development. Other duties may be assigned, as needed.

## **ESSENTIAL FUNCTIONS**

- Provide one-on-one educational assessment for students
- Meet with students regarding their transcripts in a timely manner
- Ensure that participants are aware of their educational progress as it pertains to credits and graduation date
- Serve as a mentor that is able to relate, train, and educate participants
- Teach a daily one-period class in a designated subject area (e.g. careers)
- Substitute teach as needed
- Help provide closure to students as they graduate from the program
- Ensure college tours and Financial Aid workshops for students that may desire college enrollment
- Maintain each transcript up to date so that students can have access to their records in a timely manner
- Create trimester class schedules based upon credit needs of students
- Coordinate the process by which every student is ensured the reception of one mid-term progress report and one final report
- Provide timely evaluations of each staff member
- Facilitate weekly staff meetings
- Coordinate information sharing with teachers, work program, and case managers to ensure proper educational goal attainments
- Coordinate the submission of required documentation for student files
- Ensure that a standards-based, WASC (Western Association of Schools and Colleges) accredited program is carried out in the classroom in accordance with the school principal's instructions

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- Have a thorough understanding of the Corps's various programs
- Communicate with all programs in order to better assist participants
- Maintain copies of all different calendars that the Corps issues
- Keep track of and document all events and provide monthly reports as per grant contract and departmental requirements
- Attend relevant department meetings
- Keep track of attendance
- Complete progress reports and report cards
- Ensure ETO database is up to date with school activities
- Meet with participants' parents when necessary
- Provide consistent and fair discipline of students in accordance with the Corps policy
- Help recruit new students and coordinate orientation session each trimester
- Oversee administration of state required tests such as CAHSEE and STAR
- Oversee the Senior Portfolio project for potential graduates
- Ensure that each potential graduate completes an exit interview or "senior interview"
- Manage contracts and student files

## **PROFICIENCIES/SUCCESS FACTORS**

- Demonstrates excellent leadership skills, which are characterized by the ability to gain respect, positively influence, accurately assess and support the agency in the achievement of its mission with and through others (internal and external)
- Decision Making – Use good judgment; evaluate alternatives in the achievement of quality outcomes
- Organizing and Planning– Ability to structure tasks, establish priorities and set goals
- Demonstrates a high level of professionalism and work ethics
- Interpersonal - Demonstrates sensitivity, understanding and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic disability and ethnic backgrounds
- Demonstrates excellent communication skills (oral and written). Characterized by actively listening and ensuring respectful two-communication interactions
- Demonstrates a high level of accountability, responsibility and dependability
- Demonstrates a positive attitude, self-discipline, and self-awareness
- Demonstrates excellent analytical skills – characterized by identifying, assimilating and comprehending the critical elements of various situations; extract and interpret implications of courses of action
- Demonstrates teamwork through cooperation and collaboration with others

## **MINIMUM REQUIREMENTS/QUALIFICATIONS**

- Ability to work with diverse populations and establish a motivational environment that encourages others to meet program goals.
- Competent level of computer skills (Microsoft Office Environment) and the ability to complete the necessary reports, which includes but is not limited to drafting correspondence, tracking program information, etc.
- Excellent oral and written communication skills necessary to prepare concise, logical, grammatically correct documents and presentations.
- Organizing and Planning – Ability to structure tasks, establish priorities and set goals.
- Exceptional interpersonal skills – Demonstrates sensitivity, understanding, and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability, and ethnic backgrounds.
- Demonstrates ability to effectively perform the physical requirements of the job, as well as train others.
- Demonstrates ability to effectively provide presentations, work demonstrations, and instruction to others to promote and establish a culture of safety.
- Demonstrates ability to effectively handle multiple priorities in a fast-paced, high volume work environment.



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## EXPERIENCE/EDUCATION

- Bachelor's Degree in Education or related field from an accredited institution; Master's degree is preferred.
- A minimum of three years experience working in an educational setting and counseling at risk youth and/or young adults in community/youth groups.
- A minimum of two years teaching experience required.
- A minimum of one year experience required directly supervising youth from diverse backgrounds.

## OTHER REQUIREMENTS

- Pass a post-offer drug/alcohol screen test before commencing employment (required to submit for the drug/alcohol screening at a company designated facility) "REQUIRED"
- Tuberculosis Screening (TB immunization) before commencing employment (required to submit for the TB test at a company designated facility). "REQUIRED"
- California Class C Driver's License, validation of driving record for commercial policy insurability per the requirements of the state of California. "REQUIRED"
- If a private vehicle is utilized for company purposes validation of a California Class C Driver's License, validation of driving record for commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage per the requirements of the state of California. "REQUIRED"
- California Class B Driver's License, validation of driving record for commercial policy insurability per the requirements of the state of California. If you do not currently possess a California Class B Driver's License you will have 90 days from the effective date of acquiring this position to secure a Class B Driver's License. "NOT REQUIRED"
- Standard multi-media first aid certification. If you do not currently possess a standard multi-media first aid certification, you will have 90 days from the effective date of acquiring this position to secure a multi-media certification. "REQUIRED"
- Pass a post-offer Live Scan (fingerprint/background clearance-Department of Justice) before commencing employment (required to report to a company designated facility). "REQUIRED"

## WORK SCHEDULE

Monday through Friday 7:00 a.m. to 4:00 p.m. (a minimum of 40 hours per week)

Also, due to the demands of service, hours and days of work may vary including some weekends, and earlier or later hours of work.

## SALARY AND BENEFITS

- Salary \$47,754-\$63,672 annually (reflects entire salary range). A starting salary higher than \$47,754 per year is based on a level of experience and education that significantly exceeds the minimum requirements.
- Medical, Dental, Vision and Retirement Benefits
- Vacation, Sick and Personal Holiday Benefits



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## **INTERNAL CANDIDATE PROCEDURE**

Internal applicants must review the Transfers/Promotions guidelines and should complete a LA Conservation Corps Transfer/Promotion Career Opportunity Application within three (3) working days of the “Posting Date.” This information can be requested from the Human Resources Department. The internal application should be submitted to Human Resources by the Internal Closing Date or within three (3) working days of the “Posting Date.”

Promotions – Internal candidates will receive a 9% promotional increase or be brought to the minimum of the range, whichever is more. Lateral transfers will result in no increase of salary at the time of the lateral transfer. A lateral transfer will not impact an employee’s merit review date.

## **APPLICATION PROCEDURE**

Complete an application or send a resume to: LA Conservation Corps/ Attn: Human Resources, Post Office Box 15868, Los Angeles, CA 90015 or Fax: 213.362.7958 or e-mail: [jobs@lacorps.org](mailto:jobs@lacorps.org)

If a resume is sent, you will be requested to complete an application at a later date if you are chosen for an interview. Based upon a review of your application and supportive information, applicants will be considered for the interview portion. The interview will cover education and experience requirements.

**LA CONSERVATION CORPS**  
**EQUAL OPPORTUNITY EMPLOYER M/F/V/D**  
**WWW.LACORPS.ORG**