

# HOOD RIVER COUNTY SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

## **JOB CLASSIFICATION: Office Manager**

### **JOB TITLE: Office Manager – Migrant Education Program**

**Job Purpose Statement/s:** The job of Office Manager- Migrant Education Program (MEP) has the primary responsibility for the coordination, planning, organization and implementation of the Region 9 Migrant Education Services (regular, preschool and summer programs) in alignment with the Title 1-C grant requirements. This includes primary responsibility for the coordination of program staff, recruitment and eligibility. This position provides lead direction to Recruiter/Data Specialist(s) and Migrant Home School Liaisons.

### **Essential Job Functions:**

- **Administers** assigned duties to recruiter and liaisons.
- **Composes** documents (e.g. correspondence, schedules, minutes, bulletins, reports) for the purpose of communicating information to school and district personnel, the public, state officials, and/or other agencies.
- **Prepares** and submits the MEP grant application to ensure program requirements are met.
- **Prepares** and submits MEP related reports.
- **Performs** administrative record keeping functions according to state, federal and local program needs.
- **Develops** and manages budgets for regular, preschool and summer programs based on evaluation data and parent/staff input for submission to state.
- **Conducts** regular program evaluation and needs assessments related to design and quality of MEP services.
- **Prepares** comprehensive identification and recruitment (ID&R) plan to support effective and efficient recruitment activities.
- **Represents** Region 9 Hood River County School District (HRCSD) at the local, regional and state levels to ensure dissemination of current MEP information and grant requirements.
- **Interprets** and explains MEP program to district staff, community and other stakeholders to ensure accurate and timely enrollment and access to services.
- **Performs** the duties of MEP recruiter and OMSIS data clerk.
- **Ensures** students are provided with MEP funded services.
- **Coordinates** MEP services with other community service agencies.
- **Organizes** and plans Migrant Summer School program including recommendation of hiring and planning of program activities.
- **Evaluates** situations (i.e. involving other staff, students, parents, and the public) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution
- **Monitors** assigned activities and/or program components (e.g., district and state requirements, time sheets, attendance, program budgets, critical timelines,) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- **Processes** documents and materials for the purpose of disseminating information to appropriate parties.
- **Provides** direction to district MEP staff for the purpose of planning, assigning, reviewing and providing feedback regarding their work.
- **Responds** to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required.

### **Other Job Functions:**

- **Attends** meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Occasionally** transports Migrant students and families when required
- **Maintains** consistent and predictable attendance to meet the requirements of the position
- **Performs** other duties as assigned

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## Job Requirements – Minimum Qualifications:

- **Experience:** Three years of job related experience with the MEP.
- **Skills:** Effective skill in provide lead direction, work prioritization and coordination to other employees in the Migrant Education Program; operate standard office equipment including use of basic computer applications; bilingual in English and Spanish; skill to use BOTH English and Spanish in written and verbal form; use correct spelling, grammar and punctuation; experience with and understanding of Hispanic culture.
- **Knowledge:** Rules & regulations related to assigned functions, budgeting, financial and statistical record keeping, and standard office equipment. Proficiency with OMSIS, MSIX, eSchool and state grant submission system.
- **Abilities:** Work collaboratively with community service providers, local agencies, and school personnel. Work independently and meet deadlines. Sit/stand for prolonged periods, work independently, understand & carry out oral and written instructions. Significant physical abilities include reaching/handling/fingering, talking/ hearing conversations, near visual acuity/visual accommodation.
- **Education:** High school diploma or equivalent.
- **Possess** reliable personal transportation.
- **Licenses, Certifications and/or Testing Required:** Criminal Justice Fingerprint Clearance; valid driver’s license, district drug screen clearance.

## Physical Requirements:

1. In a typical day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
  
2. Employee may use hands for repetitive:
 

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:
 

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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4. Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
  
5. Lifting:
  - Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
  - Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
  - Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
  - Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
  - Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

I, \_\_\_\_\_ have read and received a copy of  
PRINT YOUR NAME HERE

this job description, and understand that a copy of this job description will become part of my personnel file.