



Job Description – Program Administrator

Purpose Statement

Under the direction of the Executive Director, the Program Administrator will supervise, administer, and support assigned program personnel.

This position reports to the SESA Executive Director.

Responsibilities

1. Monitor concurrently with the Executive Director the Low Incidence Disability (LID) And Grant Program goals and objectives as established in the Agency two-year plan, and the satisfaction of other performance or reporting requirements which may be established by the Alaska Legislature, Department of Education, Board of Directors, and/or Executive Director.
 - i. Review eligibility of referred students to the LID program; serve as an initial contact for districts, agencies, service providers, and parents.*
 - ii. Provide oversight and guidance on agency required documentation (i.e., contact logs, service reports, caseload, itineraries, grant reports, etc.)*
 - iii. Complete all steps necessary to ensure compliance with agency process and procedure.*
 - iv. Provide input on service alignment and maintenance of the Agency database.*
 - v. Supervise grant services and submit reports as required by individual grants/programs.*
 - vi. Continuously monitor effectiveness and impact of SESA services*
 - vii. Prepare and present reports as requested by the Board and/or Executive Director.*
 - viii. Administer (with oversight from Executive Director), the disbursement of program-specific funds.*
 - ix. Organize and lead coordination and training of teams within the agency.*
 - x. Supervise non-supervisory certificated employees per negotiated agreement and established policies and procedures of the agency.*
2. Responsibly assign, administer, supervise, and support certified staff to meet program goals and objectives
 - i. With the input of the executive director, update functions and hiring requirements for each position in assigned programs, as needed.*
 - ii. Guide probationary staff on how to write student reports and provide ongoing support as needed.*
 - iii. Assist in the design and implementation of probationary staff training and support.*
 - iv. Complete employee evaluations and provide support when needed.*
 - v. Liase with technologist to monitor website and agency technology platforms.*
 - vi. Support the Technology Team with the development of distance delivery services.*
 - vii. Analyze and support continuous improvement needs of the agency management system.*
 - viii. Effectively project manage, with Executive Director, small and large agency projects.*
3. Coordinate assigned programs with other Agency programs and classified staff.
 - i. Meet regularly with the Executive Director and/or other administrative support staff to coordinate the development and administration of Agency-wide programs.*
4. Assist in maintaining effective and positive relations between the Agency and the Department of Education, school districts, parents, advocates, the legislature, and the public.

- i. Serve as administrative liaison between the Agency and school districts/other agencies.*
 - ii. Represent the Agency with community, state, and national groups in a professional manner and as directed by Board Policy and the Executive Director.*
5. Develop and implement an annual plan for professional growth as approved by the Executive Director.
6. Assist the Executive Director in the general administration of the agency as assigned; assume designee responsibilities as delegated by the Executive Director in her/his absence.
7. Assist with the development/writing of new/continuation grants.
8. Other duties as assigned.

Minimum Qualifications

- A Master's Degree in Special Education, or education.
- An Alaska Type B administrative certificate.
- Experience as an administrator of special education programs.
- Experience supervising certified and non-certified staff.

Preferred Qualifications

Additional experiences, knowledge, skills, and attributes such as:

- Experience with distance delivery and distance delivery supports.
- Experience with quality management practices.
- Comfort with presentation to small and large groups.
- Professional development for teachers, aides, and administrators.
- Cross-cultural awareness, especially living or traveling in rural and remote Alaskan communities.
- Administration of state and federal grants.
- "Degree of fit" with the Agency's mission, organizational values, and culture.
- Professional match with the Agency's administrative philosophy and practice.