

Position Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information		
Position Title: Program Manager	Location: Main Office/Program Site(s)	Date: July 2022
Reporting Relationship(s): Position reports to the Director, School Services		FLSA Classification: Exempt

General Summary

Under the general supervision of the Director of School Services, this individual will oversee planning, implementation, and outcome monitoring of the PAX Good Behavior Game and PAX Tools Community Education. The PAX Program Manager's primary responsibilities are to ensure adherence to evidence-based practices and programming in accordance with funding standards and guidelines, including school districts and local and state government entities.

Duties and Responsibilities

- Collaborate with the Director of School Services to ensure effective and efficient program oversight and service delivery.
- Assist the Director of School Services in recruiting, screening, hiring, and training-qualified staff.
- Plan and facilitate meetings with PAX staff.
- Collaborate with school staff and administrators, school decision-makers and program stakeholders to promote sustainability and growth of PAX GBG and PAX Tools.
- Represent Contact and the School Services Department at conferences, meetings, and trainings.
- Represent the agency/program at various community and coalition meetings.
- Support the development of the agency OASAS workplan. Monitor to ensure delivery of planned services in WITNYS in compliance with the OASAS Prevention Guidelines.
- Prepare quarterly and annual reports in accordance with funder requirements, ensuring that program staff submit required data and narrative in a timely manner.
- Participate in budget meetings and monitor program revenue/expenses, ensuring prudent spending.
- Assess PAX Partner's performance through classroom observations, coaching actions and give effective feedback to ensure success of PAX Partners.
- Conduct monthly site visits to each school site to ensure PAX GBG evidenced-based kernels are consistently implemented among students, teachers and relevant school staff.
- Attend quarterly data meetings as schedule permits, and prepare PAX Partners to facilitate positive, relevant and effective meetings.
- Support all PAX Partner trainings, including New Teacher, Next Steps, PAX Heroes and webinars.
- Continually monitor PAX to ensure the program is meeting OASAS, DCFS and SCSD performance and program goals, and problem-solve as appropriate to ensure the success of the program.

Position Description

- Provide support with grant writing.
- Provide oversight of summer school implementation
- Perform other duties as requested by supervisor

Education Requirements

Master's level mental health degree. A minimum of three (3) years post-master's professional experience in mental health and substance abuse programming, EBP implementation and school-based work.

Previous Experience Requirement

- See Education Requirements above
- Substantial staff management/supervisory experience.

Knowledge and Skills Needed to Perform Effectively in this Position

- Working knowledge of the public-school system, child development and behavioral health
- Strong leadership and communication skills
- Organizational and time management skills
- Word-processing and database proficiency
- Familiarity with community resources

Additional Requirements

- Incumbents in this position will be expected to work up to 40 hours per week as job requirements dictate
- Evening and weekend hours may be required.
- Maintains effective professional relationships with school staff, other service providers and community members
- Recognizes and values diversity within the work environment. Be an effective team player, value and be respectful of individual differences
- Conduct yourself ethically, honestly and with integrity and positivity
- Must submit to and pass background checks by the Office of Mental Health, the NYS Justice Center and the NYS Department of Education
- Access to daily reliable transportation
- NYS valid driver's license (site/position dependent) vehicle with 100,000/300,000 auto insurance liability limits to meet requirements of job description including but not limited to daily travel between agency's main office and program/meeting sites as required to accommodate schedules of designated programs

Physical Dimensions (Job-related physical abilities and individual needs to possess in order to perform the job in a satisfactory manner)

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities
- Limited travel is required, occasional prolonged and irregular hours.

Position Description

- Be comfortable performing multi-faceted projects in conjunction with day-to-day activities. Stand, walk, crouch, and do moderate lifting up to 25 lbs.

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. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship

I acknowledge I have read and understand this job description. I agree to assume the defined responsibilities and perform these duties.

Employee Signature: _____

Date: _____