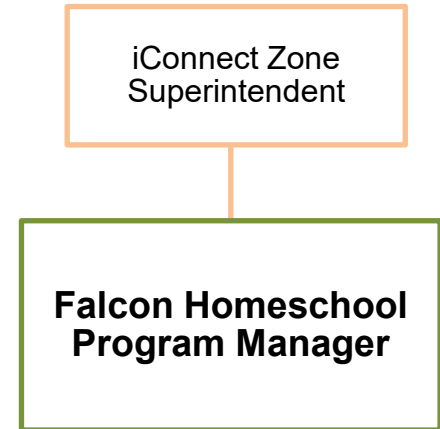


FALCON HOMESCHOOL PROGRAM MANAGER

Job Title:	Falcon Homeschool Program Manager
Initial:	May 15, 2010
Revised:	June 5, 2024
Work Year:	197 days
Office:	Education
Department:	iConnect Zone
Reports To:	iConnect Zone Superintendent
FLSA Status:	Exempt
Pay Range:	Teacher Salary Schedule + 15%

Related Organizational Chart



POSITION SUMMARY: The Falcon Homeschool Program Manager provides a positive learning environment for the Falcon Homeschool Program (FHP) in which students can grow and experience success, academically, physically, and in their character development. Oversees FHP instruction and curriculum. Serves as an advisor and support for specific FHP grade levels and specials. Serves as liaison and advisor for FHP parents.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Determines the needs and desires of the homeschool community (via formal and informal techniques)
- Develops a program plan specifying goals, strategy, staffing, scheduling, contingency plans, and allocation of available resources.
- Executes the tasks as defined in the program plan in order to achieve the program goals.
- Manages changes to the program scope, schedule, and costs using appropriate verification techniques in order to keep the project plan accurate, updated, and reflective of authorized program changes.
- Establishes relationships with other departments and organizations by recognizing dependencies in order to assess potential partnership and commitment to the project.
- Assists with the evolution of program processes and workflow in support of the dynamic needs of the community.
- Develops and monitors all members of the staff to build their capacity to meet the learning needs of the students by monitoring achievement and the established goals.
- Brainstorms philosophy applications in Falcon Home School Program (i.e., mission statement, teamwork, etc.)
- Acts as liaison to supervisor regarding FHP issues and concerns.
- Plan and schedule FHP parent, teacher, and student activities.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Represents administration at FHP extra-curricular activities.
 - Develops positive and constructive relationships with students, parents, teachers, other staff members, and the community.
 - Create master schedules of classes for FHP teachers/ students.
 - Facilitates annual registration process for returning FHP students.
 - Conducts informational meetings for new FHP parents.
 - Promotes FHP through public meetings and media.
 - Performs all other duties as assigned.

Supervision & Technical Responsibilities:

- This position supervises the Home-Based Education Specialist, Falcon Homeschool Academic Dean of Students, Falcon Homeschool Program Teachers, Office Staff, and Support Personnel.

Budget Responsibility:

- Responsible for participating in the development, administration, monitoring, and coordination of the school budget and in the initiation of requisitions.
- Develop and administer district account allocations.
- Develop and monitor grants awarded to the school site.
- Responsible for allocating teacher equivalency.
- Responsible for monitoring and approving PTO.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Bachelor degree required; Master's degree preferred
- CDE Principal license preferred

Experience:

- Minimum of three years classroom experience
- Proven background in educating and supporting homeschool students and their families.

Knowledge Skills & Abilities:

- Understanding of the unique needs and desires of homeschooling families.
- Ability to effectively direct and supervise a variety of HSA activities and programs.
- Excellent interpersonal skills.
- Innovative, creative, problem solver.
- Ability to maintain effective working relationships with supervisors, other administrators, teachers, other staff members, students, and parents.
- Caring attitude toward students.
- Commitment to collaborative decision making.
- Effective written and oral communication skills.
- Ability to improve instruction and the learning environment.
- Comprehensive knowledge of elementary curriculum and instruction.
- Possess strong planning, prioritization, and implementation skills.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Effective technology skills.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- CDE Teaching credential required
- Principal license preferred
- Valid Colorado driver's license required for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: Physically able to move quickly throughout all facilities in response to safety issues and student/teacher concerns/needs. Constant use of eyes and hands. Frequent use of verbal communications. Activities involve some bending, lifting, and carrying of objects.

Work Environment: Maintains a home office with a minimum one-day on site commitment. Participates in field trips to educational settings which may include mountainous areas. While performing the duties of this job, the employee will work primarily in a usual office or school environment. This job may be performed remotely in the event that students are unable to be physically present in school due to school or district decision, external mandates or orders, or other school closure. Remote work is not otherwise considered a reasonable accommodation.

Mental Functions: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.