



Program Manager Position Description

HTH GSE Overview

The HTH Graduate School of Education (GSE) is the nation's first graduate school situated entirely within a K-12 learning community. GSE supports teachers and school leaders through graduate degree programing, professional development and networked improvement communities. GSE is embedded within the 16 diverse-by-design High Tech High K-12 schools, providing a rich context for personalized, hands-on learning and the seamless integration of theory and practice. The GSE's commitment to justice is central to its mission to serve as a hub for innovation, improvement and equity to measurably improve life outcomes for all learners.

The GSE is seeking a highly organized, collaborative and proactive Program Manager to oversee the day-to-day execution of two degree and credential programs: M.Ed in Educational Leadership and San Diego Teacher Residency. Reporting to the Chief of Staff & Operations, this role involves managing cross-functional systems for degree program logistics and support, credentialing and institutional compliance, and student record and data management. The ideal candidate will bring a service-oriented mindset while collaborating with Program Directors, faculty, and staff to support students.

Core Responsibilities:

Program logistics and support

- Coordinate day-to-day operational execution for graduate degree and credential programs
- Manage academic calendar, course schedules, room reservations, student orientations, and key program events, such as program launch and graduation
- Work collaboratively with admissions manager and program directors to verify program entrance requirements, admissions offers, and enrollment progress
- Coordinate course instructor onboarding logistics and operational setup for successful course delivery
- Maintain faculty records, documentation, agreements, and scheduling information
- Help resolve operational issues quickly and thoughtfully
- Contribute to a culture of continuous improvement and collaborative problem-solving

Credentialing and institutional compliance

- Serve as operational lead for educator credential recommendation processes and institutional liaison with the California Commission on Teacher Credentialing (CTC)
- Coordinate collection, verification, and maintenance of required credential documentation, including reporting for WSCUC and CTC
- Manage credential recommendation submissions and related compliance documentation
- Support credential advisement and communication with students and Program Directors regarding requirements, timelines, and documentation

Student record and data management

- Maintain accurate student records, data and operational documentation in student information system
- Process transcript requests, enrollment verifications, completion confirmations, and official institutional letters
- Track and monitor student progression toward academic milestones and program completion
- Serve as point of contact for students to provide timely guidance regarding program requirements, credential milestones, deadlines, and administrative processes

Knowledge & Qualifications:

- Strong project management and organizational skills
- Exceptional attention to detail and follow-through
- Ability to take initiative, manage multiple projects and meet deadlines
- Strong collaborative, team player with the capacity to work independently and as part of a team
- Excellent relationship management skills and communicates mindfully with a wide variety of audiences, staff, faculty and graduate students
- Able to anticipate student and program needs and provide timely and consistent support to credential and master's programs directors
- High degree of personal and professional integrity

Education and Experience:

- Bachelor's degree in related field
- 5+ years in educational program management, academic operations, credentialing, or related administration
- Experience managing complex compliance-sensitive academic or student records processes - required
- Experience with educator credentialing operations, including familiarity with California Commission on Teacher Credentialing (CTC) requirements, documentation, and recommendation processes.

Compensation: This is a full time position with competitive salary and benefits (medical, dental, retirement). Salary range \$85,000-\$95,000 with an annual 210-day contract.

Start date: July 27, 2026

Location: San Diego- Hybrid/in-person work environment

Application & Hiring Process Timeline (*subject to change*)

- Phase 1: Submission - To apply, submit the following materials to Hayley Murugesan, hmurugesan@hthgse.edu by **6/2/26**:
 - Resume
 - 1 page PDF cover letter that explains how your experience and qualifications align with the role
- Phase 2: Initial Round of Interviews (June 9-11) - Potential candidates will be invited for an interview with GSE staff.
- Phase 3: Case Studies & Second Round of Interviews (June 22) - Final candidates will be invited to respond to a case study and complete a second interview with institutional leadership and stakeholders.

Equal Employment Opportunity Policy

An offer of employment will be subject to the successful completion of a background check. HTH is an equal opportunity employer. It is the policy of HTH to afford equal employment and advancement opportunity to all qualified individuals without regard to race, ethnicity, creed, color, religion, national origin, ancestry, sex, sexual orientation, gender, pregnancy, age, disability, parental, family, marital status, medical condition, or any other classification that is protected under applicable local, state or federal law. HTH does not discriminate on the basis of actual or perceived sex, sexual orientation, gender, gender expression, gender identity, ethnicity, ethnic group identification, immigration status or citizenship, race, ancestry, national origin, color, religion, religious affiliation, creed, mental or physical disability, age, parental, family, marital status, or any other basis protected by applicable law in employment, admission, or educational program or activities.