## SAN DIEGO UNIFIED SCHOOL DISTRICT
### POSITION DESCRIPTION

**TITLE:** Program Manager, SANDAPP  
**REPORTS TO:** Executive Director, Reconnection  
**DEPARTMENT:** Secondary Schools  
**CLASSIFICATION:** Classified Management  
**FLSA:** Exempt  
**SALARY GRADE:** 026 AASD  
**ISSUED:** February 13, 2018

### BASIC FUNCTION:
Manage the San Diego Adolescent Pregnancy and Parenting Program (SANDAPP); plan, organize, and implement a variety of grant funded programs and activities to promote the health, well-being, and educational achievement of expectant and parenting youth countywide; provide programming tailored to adolescent parents, preventing repeat adolescent pregnancies; supervise assigned personnel.

### REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

- Manage SANDAPP, providing case management services, referrals linking youth to communities, and assessments to provide individualized services to youth and families in San Diego County. *E*
- Plan, organize, develop and implement a variety of grant funded and external agency funded programs and activities geared to improve the health, well-being, and educational achievement of youth. *E*
- Oversee professional social service staff who build stronger communities, and promote health, well-being, equality, and opportunity to expectant and parenting youth. *E*
- Develop standards, policies, and procedures; determine program goals. *E*
- Develop capacity building, provide guidance and technical expertise. *E*
- Facilitate collaborative partnerships; lead cooperative efforts with service providers and other agencies to maintain community support for SANDAPP programs. *E*
- Communicate with other administrators, staff, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information. *E*
- Attend and conduct a variety of meetings as assigned; establish and maintain relations/membership with local, state, and federal agencies and associations to remain current on programs and issues that affect assigned programs and services; present reports and initial findings as assigned. *E*
Develop, prepare and oversee the department budget; monitor compliance with regulations and expenditures from various funding sources; analyze and review budgetary and financial data including cost reporting; control and authorize expenditures in accordance with established limitations. E

Provide technical expertise, information, and assistance to the Director and Executive Director regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise administration of unusual trends or problems and recommend appropriate corrective action. E

Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. E

Review appropriate legislation to assure district compliance with laws and procedures and make recommendations on changes that may result in more efficient operation of the district. E

Supervise assigned classified staff. E

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a master’s degree in social work, public health, nursing, education, or related field and one year of experience coordinating, implementing, and managing health or social programs in communities. Experience in grant management, multi-agency collaboration, and working in or with schools or school districts is desired.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
CalLearn Program under the CalWORKS department of County of San Diego Health and Human Services Agency.
Budget preparation and control.
Oral and written English communication skills.
Principles and practices of administration, supervision, and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Provide leadership and direction to assigned program.
Provide supervision and training to social service staff.
Set standards and meet goals.
Manage multiple budgets and contracts.
Maintain current knowledge of applicable provisions of applicable federal, state, and district laws, rules and regulations.
Communicate effectively both orally and in writing.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Establish and maintain cooperative and effective working relationships with others.
Effectively utilize software applications in the performance of duties.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Train and evaluate assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Office setting.

**PHYSICAL ABILITIES:**
Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

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