

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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<b>TITLE:</b>	Program Manager, LGBTQ+ Advocacy and Education	<b>REPORTS TO:</b>	Executive Director, Youth Advocacy
<b>DEPARTMENT:</b>	Office of Youth Advocacy	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	028 AASD
<b>ISSUED:</b>	December 8, 2015		

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**BASIC FUNCTION:**

The Program Manager, LGBTQ+ Advocacy and Education will be the district’s primary position in directing matters related to the safety and well-being of all students, specifically those students in our LGBTQ+ community. Additionally, the Program Manager, LGBTQ+ Advocacy and Education will work with the Office of Youth Advocacy staff and other district departments and school sites to direct and facilitate professional development, materials development, and other training and curriculum development opportunities to schools and district departments – specifically focused on issues related to our lesbian, gay, bisexual, transgender and questioning (LGBTQ+) students and community.

**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***

Serve as district level leadership resource on matters related to our LGBTQ+ community. ***E***

Develop and implement program goals and objectives and facilitate the preparation of required reports. ***E***

Collaborate with the Executive Director of Youth Advocacy, the Youth Advocacy Resource Teacher and other personnel to develop, direct, and implement an initial LGBTQ training protocol for district and site employees, including timelines, budgets, program requirements, follow-up activities, and evaluation efforts. ***E***

Engage and collaborate with key stakeholders and community agencies to implement program goals. ***E***

Assist district offices and school sites to implement district and state mandates related to anti-bullying and intimidation, fair and inclusive representation of diversity in instruction, and pupil rights. ***E***

Assist in the implementation of strategies to maintain safe, supportive, and inclusive environments for district students and staff, including expanded efforts to support LGBTQ students, by providing technical expertise and information to district departments and school sites. ***E***

Coordinate and participate in the evaluation of program success; provide feedback on methods to enhance program effectiveness; develop survey tools, analyze results, and make recommendations for improvements. ***E***

Participate on district, community and state committees and advisory groups. ***E***

Attend relevant trainings and workshops to stay current on topics and issues related to the LGBTQ community. *E*

Supervise, train, and evaluate personnel as assigned. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Individuals applying to this position should have the knowledge, expertise, and ability in local, state, and national LGBTQ related issues and have salient connections in the LGBTQ community. Experience in the delivery of professional development around current legislation, empowerment, and advocacy is required. Experience in monitoring grants and evaluating programs is required. Additionally, professional experience in conducting presentations and managing projects and related documentation is desired. Experience in a K-12 setting is desired. A Master’s degree in leadership, education, or related fields is desired.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- LGBTQ issues.
- Organizational development principles and practices.
- Techniques and strategies for managing a large, diverse organization.
- Principles and techniques of budget preparation and control.
- Applicable laws, codes, regulations, policies, and procedures.
- Community resources and organizations.
- Assessment and evaluation tools and techniques.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Provide leadership and direction in assigned functions.
- Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
- Plan and organize programs.
- Analyze situations and adopt an effective course of action.
- Communicate and present information effectively both orally and in writing.
- Establish and maintain positive and effective interpersonal relationships.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Plan and organize work to meet schedules and time lines.
- Train and evaluate the performance of assigned staff.
- Utilize standard and specialized software applications, computer equipment, and social media networks in the performance of duties.
- Prepare clear, comprehensive and accurate reports, presentations, and publicity materials.

**WORKING CONDITIONS:**

**ENVIRONMENT:** Indoor, office setting.

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**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations; seeing to read and write reports; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 1545

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