

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Program Manager, Race/Human Relations	<b>REPORTS TO:</b>	Executive Director, District Relations
<b>DEPARTMENT:</b>	Race/Human Relations and Advocacy	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	028 AASD
<b>REVISED:</b>	April 29, 2014		

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**BASIC FUNCTION:**

Serve as a school/community race/human relations program administrator to all staff persons, parents, and students in the areas of interpersonal/intergroup relations as specifically related to integration and race/human relations.

**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**

Actively support the district integration program and encourage support of staff and community. *E*

Provide leadership in the development and implementation of integration programs. *E*

Develop and implement a K-12 race/human relations program with emphasis on exploration of interpersonal and intergroup relations among persons of various cultural, racial, and ethnic backgrounds. *E*

Provide race/human relations school site committees and governance teams with specific techniques to develop ongoing race/human relations programs. *E*

Serve as a resource person to K-12 schools, departments, and divisions by providing technical skills and planning strategies in the development, coordination, implementation, evaluation, and expansion of their school/community race/human relations programs and community coalitions. *E*

Train site race/human relations teams and groups to deal with social issues through specific verbal and nonverbal communication techniques designed to improve interpersonal and intergroup relations. *E*

Provide leadership in planning, facilitating and coordinating in-service programs and workshops designed to strengthen intergroup relations. *E*

Keep records of objectives, strategies, and progress of work being done with assigned schools. *E*

Assist district staff and students in understanding and coping with the dynamic and complex motivations that underlie human behavior, especially as it pertains to living in a pluralistic society. *E*

Assist community organizations working in the areas of race/human relations, school safety, and truancy reduction. *E*

Provide training to race/human relations site representatives and other district staff and community members in integration, conflict resolution, mediation, and violence reduction. *E*

Develop, demonstrate, and disseminate race/human relations student curriculum materials. *E*

Train teachers to use race/human relations student programs and culturally relevant materials. *E*

Train and assist Off-Campus Integrated Learning Experiences (OCILE) staff with the implementation of the program. *E*

Interpret new developments, techniques, and programs in the field of intergroup relations. *E*

Serves on district crisis team. *E*

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to a bachelors degree in a related field and five years experience developing and implementing district integration programs with leadership roles in seminars, workshops, and presentations.

**LICENSES AND OTHER REQUIREMENTS:**

Administrative Services Credential.

Possession of a valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

School/community race/human relations programs.

Conflict resolution, mediation, and violence reduction.

Oral and written communication skills.

**ABILITY TO:**

Provide the means to develop understanding, appreciation, and effective communication and conflict resolution skills among people of various cultural, racial, and ethnic backgrounds.

Provide technical skills and planning strategies in the development, coordination, implementation, evaluation, and expansion of school/community race/human relations programs.

Train others in communication techniques to improve interpersonal and intergroup relations.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Operate standard office equipment including microcomputers and related software applications.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office and classroom setting; driving a vehicle to conduct district business.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; 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.

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