

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	SANDAPP Program Supervisor	REPORTS TO:	Assigned Manager
DEPARTMENT:	Student Services	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	049 AASD Supervisors'
REVISED:	July 1, 2011		

BASIC FUNCTION:

Plan, organize, and coordinate services of the district's San Diego Adolescent Pregnancy and Parenting Program (SANDAPP); act as a district resource and liaison to county, state, and other agencies; select, train, supervise, and evaluate caseworkers and other assigned staff in various locations.

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

Develop and implement with management staff approval, interagency agreements with community agencies that provide services for pregnant and parenting adolescents. **E**

Maintain liaison with community agencies, county education offices, county school administrators, and district staff. **E**

Conduct research, analyze, and compile data, and prepare and maintain various district, state, and federal reports. **E**

Develop and monitor the approved budget consistent with program grant funding and the goals of the program. **E**

Assist in the development of externally funded proposals. **E**

Coordinate identification of potential participants and individual needs assessment. **E**

Develop and implement a service plan for areas of high need to serve identified program participants. **E**

Organize unit assignments and determine priorities; maintain multiple service locations. **E**

Conduct and facilitate meetings, resolve problems, and provide direction for department staff members. **E**

Assist in the interview and selection process; train, supervise, and evaluate the work of caseworkers and other assigned staff. **E**

Determine timelines for meeting program goals and objectives. **E**

Develop procedures for data collection and evaluation and maintain the system. **E**

Attend federal and state level meetings and conferences. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from an accredited four-year college or university, with a degree in business or other appropriate field, and four years of recent, progressively responsible related experience, preferably including implementing and administering a health or social service program.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Community resources, health care, and social service systems.

Socio-economic problems in the community.

Budgetary principles, systems, and procedures.

Federal, state and county funded maternal and child programs.

Adolescent development and the special needs of pregnant and parenting adolescents.

Reading and writing English communication skills.

ABILITY TO:

Coordinate, compile, evaluate, and report preparation of statistical materials.

Supervise and evaluate the performance of assigned staff.

Establish and maintain effective working relationships with others, including state agencies and other contacts within the health network.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

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

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; 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.

Revised 3.26.04—PeopleSoft

Job Code 6545

JB