

## SAN DIEGO UNIFIED SCHOOL DISTRICT

### POSITION DESCRIPTION

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<b>TITLE:</b>	Executive Director, Youth Advocacy	<b>REPORTS TO:</b>	Superintendent of Public Education
<b>DEPARTMENT:</b>	Student Services	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	042 Nonrepresented Management
<b>ISSUED:</b>	July 28, 2015		

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#### **BASIC FUNCTION:**

Plan, organize, manage and direct the daily operations of assigned programs; review, develop, implement, and communicate district-wide policies and procedures to ensure compliance; conduct research, analyze data, and prepare statistical reports to support and implement best practices; supervise and evaluate the performance of assigned staff.

#### **REPRESENTATIVE DUTIES:**

##### ***E* = Essential functions**

Provide leadership and supervision for the day-to-day operations of assigned areas of responsibility, including Race, Human Relations, and Advocacy; Dropout Prevention, Placement and Appeal and the Student Attendance Review Board (SARB). ***E***

Direct program activities for advocacy programs for African American and Latino pupils and parents. ***E***

Assist in the development of programs and district-wide efforts to improve high school graduation rates across all subgroups. ***E***

Direct and supervise district-wide dropout recovery program including identification, instructional programs, and placement programs. ***E***

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

Provide direction for program and fiscal planning, curriculum development, budgeting, staffing, and implementation, monitoring and evaluation of assigned programs. ***E***

Establish, direct and participate in committees for program planning, implementation, and monitoring; schedules meetings and supervises activities for assigned programs. ***E***

Work with a multi-disciplinary team to plan and recommend district-wide programs, strategies, objectives, and procedures for youth advocacy. ***E***

Lead the review of processes focused on closing the achievement gap, equity, and student voice. ***E***

Maintain liaison with community, social service and law enforcement agencies, organizations and institutions including partnerships to ensure supports for students at risk. ***E***

Develop, update, and revise policies and procedures related to assigned functions; prepare and present reports for the Board of Education, district divisions, principals, community, and parent groups. ***E***

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to: master's degree in public administration, education administration or related field, and seven years of progressively responsible experience in educational administration.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential.  
Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

State-of-the-art theories, techniques and methodologies of instruction and district operations.

District organization, operations, policies, and objectives.

Budget preparation and control.

Oral and written 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.

Technical aspects of field of specialty.

**ABILITY TO:**

Provide leadership and direction to assigned programs.

Plan, organize, and administer assigned programs.

Train and evaluate the performance of assigned staff.

Review relevant existing and pending legislation and recommend origination, modification, or support of legislative measures.

Maintain current knowledge of applicable provisions of federal, state and district laws, rules and regulations.

Interpret, apply and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Meet schedules and time lines.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office; indoor environment.

**PHYSICAL REQUIREMENTS:**

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