

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Program Manager, Children and Youth in Transition	REPORTS TO:	Chief Student Services Officer
DEPARTMENT:	Children and Youth in Transition	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	030 AASD
ISSUED:	June 5, 2012		

BASIC FUNCTION:

Plan, organize, control and direct programs and activities related to the education of specific populations of highly mobile students; provide monitoring, technical expertise, information and assistance to District and community agencies and families regarding assigned functions; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate, direct and monitor procedures, methods, development and implementation of services to highly mobile students which include foster and homeless children and military dependent children; direct certificated and classified staff for the District's children and youth in transition services. *E*

Serve as a District liaison with participating agencies and organizations to ensure the implementation of youth education programs to support specific student populations. *E*

Plan, implement and facilitate services and activities such as educational assessments, transfer of educational and health records, connecting families and students to resources and supports, facilitating referral to housing services, mentoring, tutoring, transition, emancipation services and higher education and training outreach. *E*

Administer and oversee all educational components of students assigned to the Home and Hospital program that serves students in hospitals, and when medically necessary, in their home environment. *E*

Provide technical expertise, information and assistance to District and community agencies and groups regarding assigned functions. *E*

Maintain knowledge of federal and state mandates related to education guidelines and District policies; monitor services and activities for compliance with appropriate legal requirements, state mandates and regulations, district policies and procedures and standards for curriculum and graduation requirements. *E*

Make personal contacts with representatives of businesses and organizations to determine interest levels and identify resources which would meet program needs; seek involvement of businesses, communities, service organizations, non-profit organizations, military commands and other groups. *E*

Communicate with staff, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *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*

Provide leadership and interpretation of laws and regulations regarding funding, policy development and program compliance. *E*

Select, assign, train and evaluate performance of assigned certificated and classified staff. *E*

Formulate and maintain budgets, grants and projects; research and prepare grant proposals. *E*

Prepare or ensure the preparation of statistical, financial and narrative reports, records and program documentation. *E*

Assist in planning and developing the department budget; determine allocation of positions and needs for personnel and facilities, monitor compliance with regulations and expenditures of a variety of funding sources and review and approve requests for instructional materials, supplies and equipment. *E*

Maintain records and prepare reports for district staff, Board of Education and community groups. *E*

Design and distribute marketing materials for internal and external stakeholders and partners. *E*

Coordinate and/or serve as a District representative or liaison on a variety of District and community committees and advisory boards. *E*

Perform related duties as assigned. *E*

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in a related field and five years of progressively responsible experience in educational administration and/or instructional improvement programs. Experience in grant writing, implementation and oversight is required. Experience is preferred in the following areas: both general and special education; program development/advocacy in the fields of homeless and foster youth education, and working with the transitional challenges of military students; and home and hospital education.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential authorizing service in grades K-12.
Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies and objectives.
Current issues pertaining to foster youth in relation to the juvenile justice system, education and private group home operators.
Current issues pertaining to the education of homeless students and unaccompanied minors in relation to housing subsidies, supportive services and resources, school district responsibilities and mandates.
Current issues relating to dependents of the military community in relation to deployment cycles and challenges related to mobility as well as supportive services and resources.
Title I funding mandates and guidelines.
Local health and education services.

Related community agency organization, resources and services.
State-of-the-art theories, techniques and methodologies of instruction and school operation, both general education and special education.
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.

ABILITY TO:

Provide leadership and direction to children and youth in transition services.
Plan, organize, administer and monitor children and youth in transition services and activities for the District.
Provide leadership and direction in community outreach efforts in accordance with the District's LEA (local education agency) Plan.
Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.
Review existing and pending legislation related to procedural guidelines.
Interpret, apply, and explain rules, regulations, policies and procedures.
Prepare clear, concise and comprehensive narrative and statistical reports; provide recommendations and assessments.
Make effective oral presentations to individuals and groups.
Establish and maintain effective working relationships with staff, school district and agency personnel, and others contacted in the course of work.
Analyze situations accurately and adopt an effective course of action.
Train and evaluate the performance of assigned staff.
Operate a computer and assigned software and office equipment.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

Environment:

Office environment and driving a vehicle to perform work.

Physical Abilities:

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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