

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

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| TITLE: | Manager I, Prevention & Intervention | REPORTS TO: | Administrator, Prevention and Intervention |
| DEPARTMENT: | School Support Services | CLASSIFICATION: | Management |
| FLSA: | Exempt | WORK YEAR: | Varies |
| BOARD APPROVAL: | July 28, 2010 | SALARY: | E-24/Management Salary Schedule |

(Former Classification: Coordinator, Prevention & Intervention)

BASIC FUNCTIONS:

Accountable for improving student achievement through the effective management of assigned area(s); provide support in the development of educational appropriate systems to increase graduation rates and decrease suspensions, transfers, expulsions and drop-outs in support of preparing career ready graduates; plan, coordinate and implement academic and fiscal oversight of district-approved charter schools providing students access to high quality learning options; support School Site Leaders by providing training to instructional staff in the implementation of effective prevention/intervention services to ensure students stay in school on target to graduate.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). 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.)

Plan, organize, control, develop and coordinate the District's Prevention and Intervention Programs and charter schools to meet the educational, social and other specific needs of families, children, and staff. *E*

Accountable for increasing graduation rates, decreasing drop-out rates, and developing educationally appropriate systems to decrease suspensions, transfers, expulsions, and drop-outs. *E*

Assist and support the Executive Director of Prevention and Intervention and school site leaders to create and maintain environments conducive to effective teaching and learning by implementing effective prevention/intervention services and charter school programs enhancing practices proven to raise student achievement; act as technical expertise in assigned areas; review Education and Penal Codes related to minors and interpret and explain to site personnel to ensure comprehension. *E*

Participate in the development of goals and objectives for assigned area(s) in support of educating students at a high level to achieve their personal best; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with in established guidelines. *E*

Organize and convene Transfer Appeals Board and present cases to the Board as District representative; prepare Board Agenda items for review by management. *E*

Supervise employees, evaluate performance and provide for training and development of employees in support of professional learning. *E*

Coordinate and maintain collaborative relationships with other District and community programs and agencies to expand practices providing students access to a variety of activities to excel in reading, writing and math. *E*

Develop, coordinate and present ongoing in-service training for School Site Leaders and District personnel; conduct in-service training at schools and other locations to inform staff of best practice and strategies for effective student prevention/intervention programs in support of professional learning. *E*

Coordinate the implementation of the Open Enrollment and Magnet Lottery system to support school choice; conduct site visits on a regular basis to identify best practices and ensure effective academic program implementation to meet the needs of students, families and staff. *E*

Collect, prepare and analyze data, reports, records and files relative to program area; make timely recommendations for programmatic changes to area under supervision to provide students a variety of educational opportunities to learn at grade level and beyond. *E*

Plan organize and implement strategic long and short-term programs and activities to meet the needs of students, families and staff. *E*

Communicate and collaborate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; evaluate and enhance programs to align to District standards to improve student learning. *E*

Attend and conduct a variety of meetings as assigned by Executive Director, Prevention & Intervention; represent the District with administrators and interested community members including District in-services. *E*

Supervise and evaluate the performance of assigned staff on a regular basis and provide clear, constructive feedback to improve staff effectiveness; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and three years experience relating to school attendance and implementation of discipline policies and or school administrative experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; valid Pupil Personnel Services credential or Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and management of assigned programs.
- State/local laws about school attendance, discipline, transfers, student due process and S.A.R.B.
- Outside agencies available to serve needs of "at risk" students and local law enforcement and social service agencies.
- Oral and written communication skills.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Applicable sections of the State Education Code and other applicable laws.
- Staff development presentation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Labor Relations law and employee contracts.
- Analytical and problem solving abilities.
- Operation of a computer to enter data, maintain records and generate reports.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize and administer the prevention/intervention services of the District.

Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
Organize and work with school, families and community individuals and groups in Child Welfare and Attendance functions as required.
Communicate, understand and follow both oral and written directions.
Maintain accurate records and prepare reports.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Plan and organize work to meet schedules and time lines.
Develop training programs related to assigned areas.
Make presentations and deliver in-services in area of specialty.
Work independently with little direction and many interruptions.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Analyze situations accurately and adopt an effective course of action.
Work collaboratively and build positive relationships with a diverse range of stakeholders.
Demonstrate loyalty and high ethical standards.
Learn new or updated computer systems and programs to apply to current work.
Provide direction and support to directors, coordinators, and staff in support of district goals and initiatives.
Design and implement a wide variety of professional learning opportunities
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; constant interruptions; occasional contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; seeing to read and observe students; sitting or standing for extended periods of time; lifting light objects; walking to supervise activities; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions