

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SUPERVISOR-STUDENT AND FAMILY SUPPORT SERVICES

DEFINITION:

Under the direction of the Site Principal, organize and direct the activities and operations of assigned resource and community centers and academic support services including Healthy Start for students; serve as administrative liaison to community organizations, outside agencies and support programs at school site and District level; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organize and direct the activities and operations of assigned resource and community centers and academic support services including Healthy Start for students; participate in the development and implementation of departmental policies and procedures.
- Serve as administrative liaison to community organizations, outside agencies and support programs at school site and District level to facilitate the needs of students and parents and the effectiveness of assigned programs; organize and facilitate required parent and community meetings;
- Facilitate program components including case management of high-risk students, parent education programs, and referrals to participating services in accordance with established policies and procedures; provide administrative support for student attendance procedures including conducting home visits.
- Organize and schedule student body projects and activities including after school programs; supervise multiple holiday programs and program fairs as required.
- Develop and prepare the annual preliminary budget for the Head Start Program; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.
- Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Drive a vehicle to conduct work.
- Attend a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: bachelor's degree in communications, psychology, social science or related field and three years student and family support experience.

Licenses and other Requirements

- Valid California Class C driver's license.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Master's Degree with specialization in social science, or psychology, or sociology or humanities or related disciplines.

Knowledge of:

- Management of assigned programs, functions or school facility in support of the Healthy Start program.
- Local, State and federal standards and requirements concerning assigned program, function or instructional area.
- Policies and practices of social, emotional and psychological programs and services.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Organize and direct operations and activities of assigned programs, functions or school facility in support of the Healthy Start program.
- Assure adequate resource, personnel and inventory levels to meet organizational and student needs.
- Liaison with outside agencies and organizations to facilitate program objectives.
- Direct the development and implementation of staff development activities as assigned.
- Train and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare records and reports related to assigned activities.
- Drive a vehicle to conduct work.

WORKING CONDITIONS:**Work Environment:**

- Office Environment.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting and standing for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 5/2/06

Unit Approved: 3/30/06

Board Approved: 5/22/06

FLSA Status: Exempt

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