

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Integrated Support Services	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Director II	FLSA:	Exempt
JOB CLASS CODE:	1945	WORK YEAR:	12 Months
DEPARTMENT:	Integrated Support Services	SALARY:	Range 17 Salary Schedule A
REPORTS TO:	Chief Family and Community Engagement Officer	BOARD APPROVAL:	08-21-00
		BOARD REVISION:	11-17-03
		HR APPROVAL:	05-27-10

BASIC FUNCTION:

Plan, organize, control, direct, and provide administrative leadership to the Integrated Support Services Department including the Healthy Start Initiatives, the Homeless Services Program, and other large-scale student support service projects. Coordinate all district school sites with Healthy Start Initiatives or Homeless Services needs; coordinate and direct district and collaborative partner agreements to integrate Healthy Start services at school sites, and obtain needed direct support and intervention services for children and families.

REPRESENTATIVE DUTIES: (Incumbents 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.)

Represent the assigned supervisor at various community meetings and children's issue forums. **E**

Coordinate division-wide sustainability funding and integrated services management; direct fundraising and grantsmanship activities of the Integrated Services Department. **E**

Direct the preparation of the annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Direct the implementation of the district-wide strategic plan for Healthy Start and homeless children and their families in accordance with key areas set forth in the Sacramento City Unified School District Strategic Plan. **E**

Manage the Healthy Start Initiatives compliance and evaluation needs, activities, health fairs, parent nights, and grant-mandated training activities. **E**

Direct and coordinate the Healthy Start provision of indirect services and supports through collaborative agreements and memoranda of understanding; oversee Healthy Start referral and support services processes and protocols. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Collaborate with California Department of Education (CDE) staff as needed to support the statewide and regional Healthy Start Initiatives. **E**

Communicate and collaborate with other administrators, district personnel, health and human services agencies, city and county governments, non-profit organizations, businesses, parents, and community members to coordinate

activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Manage Integrated Support Services special projects in tandem with the County Department of Human Assistance, County Department of Health and Human Services, City of Sacramento, County Division of Mental Health, etc. **E**

Attend department, community, and collaborative partner meetings to promote the effective involvement and inclusion of children and families and integrated support services between educators, government, and community resources. **E**

Provide annual training for school sites to prepare and compete for planning or operational grants funded by CDE or other funding agencies; supervise the sustainability needs and help direct each Healthy Start site's plan for becoming self-sufficient. **E**

Direct and manage annual Integrated Support Services and Healthy Start marketing and performance outcomes plan. **E**

Coordinate the achievement of targeted departmental results and manage the evaluation process based on clear and measurable outcomes. **E**

Foster a positive, outcomes oriented working environment for staff where productivity, teamwork, high performance, and innovative problem-solving are rewarded. **E**

Train division and district staff about leveraging community resources to support student and family needs. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree, and four years increasingly responsible supervisory experience with a background in community-based organizations or public/private schools.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Integrated Support Services including the Healthy Start Initiatives, the Homeless Services Program, and other large-scale student support service projects.

Intervention services for children and families.

The district's strategic plan, vital signs, and puzzle pieces.

Budget preparation and control.

Grant writing, fundraising strategies, program management, and report writing.

Policies, objectives, and terminology related to assigned duties.

Applicable laws, codes, rules, and regulations.

District organization, operations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.
Evaluation approaches, strategies, and techniques.
Operation of a computer and related software.

ABILITY TO:

- Plan, organize, control, direct, and provide administrative leadership to the Integrated Support Services Department including the Healthy Start Initiatives, the Homeless Services Program, and other large-scale student support service projects.
- Coordinate all district school sites with Healthy Start Initiatives or Homeless Services needs.
- Coordinate and direct district and collaborative partner agreements to integrate Healthy Start services at school sites, and obtain needed direct support and intervention services for children and families.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Direct fundraising and grantsmanship activities.
- Prepare comprehensive narrative, statistical, and fiscal/budget reports.
- Establish and maintain effective working relationships with staff, parents, and public.
- Communicate effectively, both orally and in writing.
- Read, interpret, and apply rules, regulations, policies, and procedures.
- Maintain current knowledge of laws and personnel practices.
- Analyze situations accurately, and prepare an effective course of action.
- Plan and organize work effectively; meet schedules and timelines.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; driving drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.

(Former Classification: Director III, Integrated Support Services)

APPROVALS:

Robert R. Garcia, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date