

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Manager, Matriculation and Orientation Center	<b>CLASSIFICATION:</b>	Non-Represented Management Classified
<b>SERIES:</b>	Manager II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1983	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Matriculation and Orientation	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Chief Family and Community Engagement Officer	<b>HR APPROVAL:</b> <b>HR REVISION:</b>	06-05-12

**BASIC FUNCTION:**

Plan, organize, develop, implement, and manage the daily operations and functions of the Matriculation and Orientation Center (MOC), which is the district's centralized registration office for in-take of new language minority students to the Sacramento City Unified School District; supervise assigned staff performing numerous, language-related services linking parents to district programs.

**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 principle job elements.)**

Supervise, plan, organize, coordinate, and direct the completion of the student matriculation process; establish and maintain student records, organize and supervise distribution of student records, determine school of attendance, and determine eligibility of foreign students; work with the Enrollment Center administrator to better serve families during the registration process. **E**

Oversee and/or administer the California English Language Development Test (CELDT) to students in K-12 whose primary language is not English; administer the CELDT statewide English proficiency test according federal and state law. **E**

Work with community partners to help support district language needs. Collaborate with other administrators in the district and in community-based organizations or agencies to ensure successful implementation of initiatives and programs. **E**

Develop, implement, and update internal and external procedures to assure smooth and efficient delivery of services and compliance with laws, policies, and regulations; ensure MOC activities and services are coordinated with established data collection processes and procedures. **E**

Work with schools and departments to prioritize translation needs, provide support for translation efforts, and ensure that translation activities are effective and meet objectives; establish a pool of interpreters. **E**

Review and/or edit translations for accuracy, context, readability, uniformity of typing, and graphics layout; conceptualize and summarize materials; ensure that the department web page is up-to-date. **E**

Participate in special outreach community projects and district-level work groups involving English learners and their families, as well as newcomers; act as a liaison between district and community groups. **E**

Conduct research, analyze data, and compile reports to improve the effectiveness of the MOC; develop and provide reports on bilingual families trend data; provide assistance with grant writing and other outside funding opportunities. **E**

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

Develop and conduct orientations, workshops, and training sessions for assessor-translators, registrars, and district staff; organize and supervise ongoing parent trainings; coordinate parent access to adult learning opportunities with the Adult School Department. **E**

Assist with making presentations to district staff, community members, and parents regarding the MOC and matriculation procedures; operate a computer. **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**

Serve as the program liaison to local, regional, and state agencies as assigned. **E**

Communicate and collaborate with other administrators, district personnel, parents, outside organizations, and the community to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree, and three years of increasingly responsible experience working with English Learners and parents, or programs sponsored by education government agencies, or community-based organizations.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Must possess high-level proficiency of English vocabulary and that of the designated language equivalent to a person who has received college-level education in the designated language country, including the ability to express thought between languages that is structurally, grammatically, and idiomatically correct.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Matriculation and orientation process.

Planning, organization, and coordination needed for the MOC.

MOC strategies, funding opportunities, and community contacts.

Correct English usage including grammar, spelling, punctuation, and vocabulary and a "native" knowledge of another designated language.

Applicable section of the State Education Code, other laws, rules, and regulations related to assigned activities.

District organization, operations, policies, and procedures.

Research methods, report writing, and record-keeping techniques.

Budget preparation and control.

Presentation, communication, public speaking, and facilitation techniques to promote collaboration.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and related software.

Principles and practices of effective supervision.  
Health and safety regulations.

**ABILITY TO:**

- Develop effective media communication strategies for all communities, including culturally diverse communities and those that speak other languages in the district.
- Interpret nuances of languages.
- Recognize formatting and diacritical errors of language.
- Estimate translation time for assignments, and produce ready materials within strict timelines.
- Establish and maintain effective working relationships with staff, parents, and the public.
- 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.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Plan and organize work to meet schedules and deadlines.
- Prepare comprehensive narrative and statistical reports.
- 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; 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; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

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

**APPROVALS:**

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Jess Serna, Chief Human Resources Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date