

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Supervisor, Foster Youth	<b>CLASSIFICATION:</b>	Classified Non-Represented Supervisor
<b>SERIES:</b>	Supervisor IV	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1404	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Foster Youth Services	<b>SALARY:</b>	Range 22 Salary Schedule G2
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	11-17-03
		<b>BOARD REVISION:</b>	

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**BASIC FUNCTION:**

Supervise, plan, organize, coordinate, and direct the Foster Youth Services Program activities and related functions requiring independent judgment and analysis; provide tutoring and mentoring services to district foster youth; recommend and assist in the formulation and implementation of operating procedures and policies; train, supervise, and evaluate the performance of assigned staff.

**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 Foster Youth Services Program activities and related functions requiring independent judgment and analysis; provide tutoring and mentoring services to district foster youth; recommend and assist in the formulation and implementation of operating procedures and policies; train, supervise, and evaluate the performance of assigned staff. **E**

Supervise, evaluate, train, and direct the performance of assigned staff, and participate in the interview and selection of new employees; process personnel records; make recommendations concerning staffing; discipline assigned staff according to district policies and procedures. **E**

Provide assistance with the development of the Foster Youth Services Program budget and LEA Medi-Cal reimbursement and billing processes accounting requirements; provide assistance with foster youth grants. **E**

Ensure Foster Youth Program activities and services are coordinated with established data collection processes and procedures. **E**

Conduct research, analyze data, and compile reports to improve the effectiveness of the Foster Youth Program; provide assistance with grant writing and other outside funding opportunities. **E**

Develop and conduct orientations, workshops, and training sessions for foster youth, foster parents, and district staff; schedule, organize, and supervise ongoing foster youth meetings and training sessions; evaluate activities and report outcomes. **E**

Assist with making presentations to district staff, community members, parents, and potential funding sources regarding Foster Youth Services. **E**

Establish and maintain collaborative linkage with community agencies, businesses, and local and state foster youth agencies to develop a collaborative effort in providing services to support foster youth and foster parents. **E**

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

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with community agencies and organizations in the foster youth arena, district personnel, and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Perform related duties as assigned.

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

Any combination equivalent to: bachelor's degree, and nine years increasingly responsible experience working in foster youth, youth development, or programs sponsored by education, government agencies, or community-based organizations.

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

Valid California driver's license; provide personal automobile. Overall scores in computer software QWIZ testing program preferred as follows:

Keyboarding ..... 65 Correct WPM  
 Word ..... 95% Overall Score  
 Excel or Access..... 95% Overall Score

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Foster youth challenges and potential solutions.  
 Planning, organization, and coordination needed for Foster Youth Services.  
 Foster youth strategies, funding opportunities, and community contacts.  
 Technical aspects of field of specialty.  
 Applicable sections 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.  
 Presentation, communication, and public speaking techniques.  
 Correct English usage, grammar, spelling, punctuation, and vocabulary.  
 Reading and writing English communication skills.  
 Interpersonal skills using tact, patience, and courtesy.  
 Operation of a computer terminal, applicable software, and other office equipment.  
 Principles and practices of effective supervision.  
 Health and safety regulations.

**ABILITY TO:**

- Supervise, plan, organize, coordinate, and direct the Foster Youth Services Program activities and related functions requiring independent judgment and analysis.
- Provide tutoring and mentoring services to district foster youth.
- Recommend and assist in the formulation and implementation of operating procedures and policies.
- Train, supervise, and evaluate the performance of assigned staff.
- Provide assistance with foster youth grants.
- Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.
- Research, analyze, compile, verify data, and prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain confidentiality as appropriate.
- Understand and follow oral and written directions, procedures, functions, and limitations of assigned duties.
- Operate a computer and related software to enter data, maintain records, and generate reports.
- Communicate effectively, and maintain cooperative and effective working relationships with others.
- Analyze situations accurately, and adopt an effective course of action.
- Work independently with little direction, and meet schedules and timelines.
- Compose correspondence and written materials independently.
- Utilize effective leadership skills that work well within a team setting.
- Meet district standards of professional conduct as outlined in Board Policy.
- Lift light objects according to safety regulations.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office and school environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations; seeing to read, prepare, proofread documents and reports, and monitor office activities; 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; pushing, moving, and lifting light objects.

**SAMPLE HAZARDS:**

Contact with dissatisfied or abusive individuals.

Sup IV Foster Youth (100)

**APPROVALS:**

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Carol Mignone, Chief Personnel Officer

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Date

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Chuck Mc Cully, Interim Superintendent

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Date