

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager II, Social Emotional Support	REPORTS TO:	Executive Director, Prevention and Intervention
DEPARTMENT:	Prevention and Intervention	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-25/Management Salary Schedule

(Former Classification: Coordinator, Social Emotional Support System)

BASIC FUNCTION

Accountable for improving student achievement through the effective management of an assigned area; facilitate the development, enhancement and improvement of assigned programs to provide students access to high quality learning options to stay in school on target to graduate; provide leadership and support in the development of site based Social Emotional Support Systems including positive behavior supports (PBS); coordinate and monitor Social Emotional Support Systems with social service, counseling and behavioral health organizations.

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.)

Coordinate, plan, and manage assigned functions or programs to expand practices proven to raise student achievement. *E*

Design, deliver and support professional learning opportunities related to Positive Behavior Support Systems including social emotional support systems. *E*

Provide professional development for sites and departments related to Positive Behavior Support Systems including social emotional support systems and Student Success Team procedures and process. *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*

Coordinate and prepare for in-services and meetings; develop and present program framework training to staff in support of professional learning. *E*

Develop uniform procedures for invoicing social services and/or counseling service contracts; coordinate and bundle individual social service and/or counseling service contracts into master contracts. *E*

Monitor and evaluate the provision of Positive Behavior Support Systems including social emotional support systems to expand or continue practices proven to raise student achievement; develop evidenced based metrics to measure program effectiveness with a focus on disaggregating student outcomes in terms of race, socio-economics and grade level. *E*

Supervise employees, evaluate performance and provide for training and development of employees in support of professional learning; coordinate and monitor the district Multi-Disciplinary Team. *E*

Develop a database specific to social service/counseling expertise targeting specific needs; publish an annual evaluation matrix of current social services and/or counseling services with clear criteria distinguishing performance. *E*

Work with Research, Evaluation and Assessment to develop evaluation protocols against which to measure social services and counseling organization's performance and Positive Behavior Support Systems including social emotional support systems. *E*

Collect, prepare and analyze data 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*

Prepare reports for presentation to the Board of Education and advisory committees. *E*

Provide leadership to district, community and other committees regarding assigned areas. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE

Any combination equivalent to: An advanced degree in area of specialty and five years experience in working with children or adolescents and one of the following license listed below. Contract evaluation and budget experience preferred.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license; valid Licensed Clinical Social Worker, Licensed Marriage and Family Therapist, School Psychologist Credential, Pupil Personnel Services Credential or an Education Administration Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the assigned area.
- Oral and written communication skills.
- Principles and practices of management and leadership.
- Evaluation of metrics or success criteria.
- Applicable laws, codes, regulations, policies and procedures including Health and Safety and Education codes.
- Accurate budget preparation and control.
- Staff development presentation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer to enter data, maintain records and generate reports.
- Labor Relations law and employee contracts.
- Analytical and problem solving abilities.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, organize and administer the social emotional support systems of the District.
- Ability to leverage resources within the district and from the community
- Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
- Analyze social emotional support systems accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and time lines.
- Work independently with little direction and many interruptions.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Coordinate and enhance communications among school, families, community agencies and students.
- Communicate and work effectively with multi-ethnic poverty communities.
- Assemble confidential and sensitive information, make presentations and deliver in-services in area of Specialty.
- Work collaboratively and build positive relationships with a diverse range of stakeholders.

Communicate, understand and follow both oral and written directions.
Learn new or updated computer systems and programs to apply to current work.
Demonstrate loyalty and high ethical standards.
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 and field 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