

## SACRAMENTO COUNTY OFFICE OF EDUCATION

### **CLASSIFICATION TITLE: Administrator of Sacramento Community Based Coalition (SCBC)**

#### DEFINITION

Under general direction, plans, coordinates, directs and supervises the comprehensive delivery of services for the Sacramento Community Based Coalition Day Reporting Center (DRC); performs other related duties as assigned.

#### DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Court and Community Schools and Career Technical Program or designee

#### SUPERVISION OVER

Classified and certificated personnel.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

#### Program Development

Responsible for the day to day operation of the Sacramento Community Based Coalition DRC; implements Superintendent and Board Policies where appropriate; establishes and implements emergency procedures and client behavior standards and protocols; coordinates and implements staff/client orientation and recognition programs; develops and implements a diagnostic and placement system to ensure appropriate placement of clients; utilizes assessment data to evaluate effectiveness of program and to assess program progress; assists instructors in the design and implementation of effective lessons; develops and implements program schedules; through the use of detailed data analysis and program evaluation, assists in the formulation of plans and programs designed to best address the current and potential needs and directions of the DRC; works as part of the department management team to ensure the direction taken by the department parallels the needs of the clients, families, districts, businesses and/or community; prepares a variety of reports related to DRC operations and maintains client files.

#### Human Resources/Budget/Facilities Management

Assists in the selection process of staff, and assigns, trains, supervises and evaluates staff; complies with all rules, regulations, and employee contracts; informs the Assistant Superintendent or designee of staff concerns and suggestions, and ensures complete and appropriate information is provided; documents evidence of staff performance as needed; makes recommendations and changes to work processes and techniques when required; provides and/or coordinates appropriate training and staff development activities for staff; responsible for the development, review, and evaluation of all DRC budgeting and financial matters within a designated and assigned site/program; provides direction to department technical personnel in the formulation and preparation of the budget and other related financial documents; surveys staff regarding program needs and established priorities for the expenditure of department funds; responsible for the coordination of all activities necessary for ensuring the efficient operation of facilities; participates in the negotiations for purchases/rentals of buildings and/or land; ensures campuses and other sites are safe learning environments for clients and staff.

#### Community Relationships/Communication

Establishes and maintains cooperative working relationships and effective communications with parole officers, school districts, the community, neighboring establishments in the complex, local businesses, and other outside agencies as appropriate; attends appropriate school, community, or outside agency meetings as assigned; develops and utilizes an effective communication system; prepares and distributes newsletters, and bulletins; organizes staff meetings with follow-up action and items; may serve as the primary liaison between the business community and DRC by keeping up-to-date regarding the trends, needs, and expectations of employers and employees; serves on and chairs various ad hoc and other advisory committees as assigned; may coordinate programs with other related agencies or groups to ensure the most effective utilization of time and resources; may recruit additional businesses or partners for participation in the DRC programs.

## MINIMUM QUALIFICATIONS

### Education, Training, and Experience

Possession of a valid California credential; administrative credential desired; demonstrated successful experience as a classroom teacher, counselor or other certificated staff; supervisory/management experience is desirable.

### Knowledge, Skills, and Abilities

Knowledge of development processes of state, local agencies, and organizations that are currently involved with providing re-entry services to parolees; knowledge and skills in effective supervision including personnel selection, training, observation, assessment and evaluation of personnel; effective communication including initiating individual and group discussion, listening, clarifying, and facilitating interaction among group members; writing skills to effectively convey ideas, reports, letters, memos, and survey questionnaires; understanding of goal setting techniques including needs assessment and program evaluation; high degree of knowledge and strategies for dealing with a variety of people from varying educational and socio-cultural backgrounds; knowledge of effective classroom instruction and ability to provide appropriate assistance and/or suggestions for improvement; knowledge and skills in the techniques and practices of effective implementation, supervision, and management of budgetary and other management procedures; knowledge of the policies, procedures, and practices governing educational programs; knowledge and skills in curriculum development, program development and evaluation; ability to interpret and apply laws; knowledge and skills to conduct meetings and in-service training programs with instructors and staff.

### Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation; willingness to participate in county office initiated assignments, attend management team meetings, and appropriate conferences and workshops.

Approved 6/19/07