PROGRAM ADMINISTRATOR
School Health Programs
Student, Family and Community Support Department

About SFUSD

Who We Are

The San Francisco Unified School District (SFUSD) is the seventh largest school district in California, every year serving more than 55,000 students who speak more than 44 documented languages in our 131 schools across the city of San Francisco. We aim to provide each student with an equal opportunity to succeed by promoting intellectual growth, creativity, self-discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence, and physical and mental health so that each student can achieve his or her maximum potential. Every day in our quest to achieve this mission we place access and equity, student achievement, and accountability at the forefront of every child’s education.

What It Means to Work Here

When you join our team at SFUSD you can expect to be part of an inclusive, innovative and equity-focused organization that approaches public education as a social justice movement that requires broad collaboration across an array of strategic partners. As a CORE district, SFUSD is also a leader in critical systems change for more comprehensive school accountability and innovations that help strengthen the instructional core, which is the foundation of our strategic plan, Impact Learning. Impact Lives. and Vision 2025.

About the Program Administrator, School Health Programs

Who We Want

We want talented people from diverse backgrounds and experiences, who are inspired by our mission steeped in equity, and who are motivated to unleash our children’s potential. We want people who are strong collaborators, skilled communicators, problem solvers and who are comfortable in a community of continuous learning.

The Program Administrator’s mission is to ensure the academic, physical and emotional growth of San Francisco’s children and youth by assisting school sites in building their capacity to meet the needs of the whole child.

The mission is aligned with SFUSD goals and priorities and evidenced in SHPD goals and objectives, which are implemented under the direction of the Executive Director of the School Health Programs Office.

Duties and Responsibilities

- Plans, monitors, and evaluates programs and services; ensures that programs and services are aligned with SFUSD’s Strategic Plan.
- Oversees aspects of the SFUSD School Health Programs including liaising with community partnerships, interns, and ensuring quality service delivery.
- Recommends and implements procedures, administrative monitoring practices, and controls to ensure smooth and effective service delivery by school sites; assists in the development and implementation of program goals, objectives, and priorities.
- Collaborates with School Health Programs Leadership team to select, train and supervise staff; designs and implements staff performance expectations, goals, and standards; evaluates staff performance during evaluation cycle timelines; and recommends appropriate disciplinary action as needed, in consultation with site administrators.
• Monitors and evaluates the efficiency of Wellness site support staff service delivery; identifies and recommends alternative approaches or improvements; implements program modifications and/or enhancements.
• Participates in the administration and oversight of the department grants and other identified funding sources; to allocate personnel, equipment and supplies in compliance with the District’s and other sources’ policies and procedures.
• Represents SHP/SFCSD/SFUSD before a variety of state, federal and local agencies, interprets and administers Board of Education and District policies and administrative regulations.
• Maintains relationships with professional organizations and academic universities to share best practices, recent research, and ensure alignment with strategic goals.
• Plans and facilitates implementation of professional development and training programs for school site staff, community agency representatives, and others related to school mental health, wellness, and coordinated services.
• Establishes active, cooperative relationships with other SFUSD departments, community based organizations, parent, and community members.
• Collects and analyzes programmatic data (i.e. logs, pre/post surveys) and prepares a variety of reports and memoranda, grant reports, and correspondence.
• Assist with the development and writing of grant proposals and submission of reports to funding sources to support School Health Programs and services for students and their families.
• Participates in professional growth activities and proactively stays informed of developments in the educational, student support, and health services fields through participation in professional organizations, regular attendance at School Health Program leadership meetings, staff development workshops and professional conferences, and review of professional journals and other publications.
• Perform other duties, as assigned.

MINIMUM QUALIFICATIONS

Experience and Education Requirements

• Possession of a Master’s Degree
• Possession of a valid California Administrative Services Credential
• Five years of verifiable experience performing program leadership/administrative and/or management functions including grant reporting and budget management
• Experience working with community based organizations – city agencies, multi-disciplinary teams
• Experience working with a culturally diverse population
• Bilingual and Bi-cultural candidates desired

How to Apply

• Visit http://www.sfusd.edu/jobs and create a new certificated administrative account to begin your application.
• You will be prompted to electronically attach a letter of interest, resume, letters of recommendation and administrative credentials/licenses.
• Our Human Resources team will then review your entire application to determine your eligibility status and contact you directly should you move forward in the process.

The San Francisco Unified School District is committed to maintaining an educational environment where all persons who participate in school programs and activities can work and learn together in an atmosphere free of all forms of harassment or intimidation. The Board prohibits sexual harassment of students, employees or other persons, at school or at school-sponsored or school-related activities. San Francisco Unified School District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation and bullying based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics.