Program Administrator for Student, Family & Community Support Department Office of Pupil Services

Posting Date: August 16, 2012
Start Date: As soon as possible
Contact: Mary Richards, Executive Director, Human Resources
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Please Apply: www.sfusd.edu/en/employment/administrative-careers.html

Mission: The mission of the San Francisco Unified School District (SFUSD) is 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.

The Strategic Plan and Balanced Scorecard were developed to guide us to the mission. The SFUSD Goals are: access and equity to make social justice a reality, student achievement to engage high achieving and joyful learners, and accountability to keep our promises to students and families. In focusing on these goals, the District will be able to reach the desired mission.

Under the direction of the Executive Director of Student, Family & Community Support Department, Office of Pupil Services, the role of the Program Administrator is described (though not an all inclusive list) under duties and responsibilities shown below:

Duties and Responsibilities:
1. Serve as a resource and advisor to schools for all child welfare referrals. Review all background information; plan and conduct counseling conferences with parents/guardians, students, and school staff. Make recommendations and develop action plans that promote student success. Follow up on conferences to monitor student progress.

2. Place students in Alternative Programs when appropriate.

3. Assist with a personalized transition for students, families, and schools involved in any change of placement, with the goal of a successful integration into the new school.

4. Demonstrate a thorough understanding of the Education Code, and the guidelines and processes related to disciplinary referrals, including referrals for expulsion.

5. Demonstrate an understanding and application of restorative justice practices that may serve as alternatives to suspension and expulsion. Consult and advise school staff of these alternative approaches.
6. Serve as a member and/or facilitator of the District’s Expulsion Hearing Panel and School Attendance Review Board (SARB), as needed. Prepare and present expulsion cases to ensure legal compliance.

7. Prepare accurate and concise written expulsion reports for review by Executive Director, and the Board of Education.

8. Monitor the progress of students on expulsion, and coordinate readmission process for expelled students.

9. Develop and provide in-service to school staff regarding laws, regulations, administrative regulations, and procedures concerning attendance, student welfare, and student discipline, and District intervention programs.

10. Review monthly suspension data for assigned schools, and analyze discipline data, making recommendations to the Executive Director of Student Support Services/Pupil Services Department, and to school sites regarding the number and types of referrals.

11. Supervise and evaluate assigned support staff.

12. Assist Executive Director with the updates to the Student and Parent Handbook and other district documents as needed.

13. Conduct all assigned duties within a framework of providing a positive culture of service and support to all student, families, and SFUSD school site staff.

14. Demonstrate reflection on daily practice and alignment of work with the Core Leadership Skills and Elements adopted in the LAD Plan.

15. Perform other related duties as assigned.

**Minimum Requirements:**
- Planning, organization and direction of Child Welfare & Attendance programs
- Administrative Services Credential
- Compliance review mandates
- Laws related to minors guidelines
- Interviewing techniques
- 504 and Special Education Regulations
- Possess a valid Pupil Personnel Services Credential and/or Special Education Credential with a minimum of 5 years experience
- Possess a valid California Administrative Services Credential
- Experience in Child Welfare and Attendance functions
- Minimum of five years of teaching and/or counseling, or related experience, preferable at more than one level
- Master’s Degree or higher
- Valid California Driver’s License
- Bilingual/Chinese and/or Spanish desirable