

**COMPTON UNIFIED SCHOOL DISTRICT**  
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

**POSITION DESCRIPTION**

Title:	Administrator Foster Youth (CWA)	Reports To:	Sr. Director
Department:	Pupil Personnel Services	Classification:	Management
FLSA:	Exempt	Work Year	12 Months/223 Work Days
		Salary:	Schedule P, Range 11

**I. DESCRIPTION OF POSITION**

Under the direction of the Sr. Director of Pupil Personnel Services Department, the administrator for Foster Youth Services (CWA) provides technical, specialized, consultative, advisory and planning services in the Division of Student Support Services; plans, organizes, develops, recommends, and evaluates programs, processes, and procedures; serves as a resource to school district and the office in the assigned area of specialization; conducts special studies and in-services; monitors legislation and provides interpretation and guidance

**II. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Provide ongoing advice, consultation, and training services to the specified project/program personnel in procedural and operational strategies
- B. Plan, schedule, arranges, for the wide distribution of information regarding in-service training workshops, seminars, conferences, and meetings, and provide training
- C. Assist in reviewing and monitoring the project budget as applicable; plan and establish guidelines pertaining to expenditure control
- D. Serve as a liaison between school district agencies, State Department of Education, professional organizations, and other public and private agencies in the area of responsibility; assist in the identification of needs and the most effective methods of meeting needs
- E. Provide research and relevant data for management planning sessions and subsequent policy and procedural guidelines
- F. Plan, organize, and direct research and development activities in the design and implementation of new and innovative ideas and processes
- G. Design, conduct, and evaluate in-service programs and publications
- H. Evaluate or provide technical evaluation of the performance of professional, technical, and clerical personnel to ensure compliance with the project policies and operational objectives
- I. Meet with local, County, State and Federal agencies concerning project goals and result objectives
- J. Plan, organize, and provide training at cooperative in-service programs, workshops, and conferences with other agencies and consultants
- K. Prepare specialized reports, surveys, and other descriptive information for review and distribution
- L. Serve on internal and external advisory, resource, and support committees
- M. Provide leadership in the interpretation and application of state and federal laws and regulations and office policies and regulations related to child welfare and attendance
- N. Supervise foster youth counselors
- O. Performs other related duties as may be assigned.
- P. Effective writing and communication skills in Spanish are desirable
- Q. Work effectively as a team member to address division, district and CUSD projects

### III. EDUCATION AND EXPERIENCE

- A. Possession of a valid California clear multiple or single subject teaching credential or a clear pupil services credential authorizing service as a school counselor.
- B. Possession of a valid California administrative credential
- C. Master's Degree from an accredited institution of higher learning, preferably in education, administration or a closely related field
- D. Three or more years teaching experience or directly related certificated experience
- E. Three or more years of successful experience in an administrative position preferred
- F. Experience in the area of foster youth services highly desirable

### IV. KNOWLEDGE, SKILLS AND ABILITIES

#### *Knowledge of:*

- A. Principles, practices, methods, and techniques applicable to specified program
- B. Effective management and administrative techniques
- C. Appropriate methods of training, program planning, group facilitation, and instructional techniques
- D. Effective management and administrative techniques regarding planning, budgeting, program implementation and modification, purchasing, and contract administration
- E. Personnel management strategies, methods, and techniques, including recruitment, selection, training, and retention
- F. California Education Code and other related codes, current state and county policies, rules and regulations of the office

#### *Ability to:*

- A. Analyze assess, and interpret legislative, statistical, and programmatic data; apply knowledge gained in practical project administration
- B. Effectively plan, schedule, coordinate, and conduct workshops, seminars, conferences and meetings
- C. Identify program needs and alternatives; implement modifications and improvements as needed;
- D. Plan and implement activities and procedures designed to ensure the completion of established goals and objectives
- E. Use computer applications including word-processing, presentation, and data base software programs.

### V. WORKING CONDITIONS

#### *Environment:*

District offices and school sites

#### *Physical abilities:*

Hearing and speaking to exchange information and make presentations

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, gender, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.