



activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Manage Integrated Support Services special projects in tandem with the County Department of Human Assistance, County Department of Health and Human Services, City of Sacramento, County Division of Mental Health, etc. **E**

Attend department, community, and collaborative partner meetings to promote the effective involvement and inclusion of children and families and integrated support services between educators, government, and community resources. **E**

Provide annual training for school sites to prepare and compete for planning or operational grants funded by CDE or other funding agencies=" uwrgrtxkug" vjg" uwuvckpcdknkv{" pggfu" cpf" jgnr" fktgev" geej" J gcnvj {" "Uvctv" ukvgøu" rncp" hqt" becoming self-sufficient. **E**

Direct and manage annual Integrated Support Services and Healthy Start marketing and performance outcomes plan. **E**

Coordinate the achievement of targeted departmental results and manage the evaluation process based on clear and measurable outcomes. **E**

Foster a positive, outcomes oriented working environment for staff where productivity, teamwork, high performance, and innovative problem-solving are rewarded. **E**

Train division and district staff about leveraging community resources to support student and family needs. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION AND EXPERIENCE:**

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### **LICENSES AND OTHER REQUIREMENTS:**

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### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Integrated Support Services including the Healthy Start Initiatives, the Homeless Services Program, and other large-scale student support service projects.

Intervention services for children and families.

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Budget preparation and control.

Grant writing, fundraising strategies, program management, and report writing.

Policies, objectives, and terminology related to assigned duties.

Applicable laws, codes, rules, and regulations.

District organization, operations, policies, and procedures.

Interpersonal skill

Principles and practices of management, supervision, and training.  
Evaluation approaches, strategies, and techniques.  
Operation of a computer and related software.

**ABILITY TO:**

Plan, organize, control, direct, and provide administrative leadership to the Integrated Support Services Department including the Healthy Start Initiatives, the Homeless Services Program, and other large-scale student support