



NEW: 07/01/2019  
 Submitted: 06/11/2019

JOB TITLE:	MANAGER FAMILY RESOURCE/YOUTH SERVICE CENTER
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4435
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Provides direct leadership to and direct supervision of Family Resource/Youth Service Centers. Plans, organizes, and implements activities which routinely affect the organizational unit or program; maintains regular contact with other units, departments or persons outside the District on routine matters.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Supervises and provides direction to implement goals, objectives and functions of the organizational unit
- Initiates policy, formulates and recommends program goals and objectives as appropriate
- Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated amounts
- Prepares required and special reports as requested
- Provides effective leadership to implement performance evaluation procedures
- Cooperates with Principals and/or other organizational units to implement common goals and objectives
- Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment
- Chairs and/or participates on committees and task forces as assigned
- Assures effective implementation of District goals and objectives where applicable
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

- Bachelor's Degree
- Three (3) years of successful experience directly related to assignment
- Certification/licensure in area of assignment where applicable
- Successful leadership experience
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Master's Degree

Advanced preparation in area of assignment