

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
ADMINISTRATOR, STUDENT AUXILIARY SERVICES

Job Purpose

Serves as administrative head of the Student Auxiliary Services Branch; coordinates, develops, and implements District policies, standards, and procedures relating to youth services, outdoor education, Civic Center permits, employee recreation, and specially funded programs under the jurisdiction of the Branch.

Responsible to

Senior Executive Director, Extended Day Programs

Subordinates

Coordinator, Outdoor Education

Field Coordinator(s), Student Auxiliary Services and Youth Development Program

Other certificated, classified and unclassified personnel as assigned

Functions

Essential Functions

1. Provides administrative direction for and supervision of the organizational units of the Student Auxiliary Services Branch as they relate to the total educational program.
2. Directs the formulation of the philosophy, principles, policies, objectives and procedures of Student Auxiliary Branch programs; communicates and interprets such matters to the Board of Education, other organizational units of the District, the general public and outside agencies.
3. Supervises and guides instructional practices and curriculum development in out-of-school time programs that is culturally relevant and responsive to the language, social, and the academic needs of all student subgroups, including Standard English Learners, English Learners, students with disabilities, and Gifted and Talented students.
4. Reviews, selects and/or develops curricula used in out-of-school time programs.
5. Provides leadership and facilitates collaboration with all stakeholders on setting key objectives for learning in out-of-school time programs; assesses progress toward meeting the objectives; and measures the outcomes of these objectives.
6. Ensures staff development is aligned with contract and grant mandates; guides staff development to out-of-school time program employees and youth-serving agency providers regarding best learning practices and classroom management.
7. Interprets and implements policies and regulations of the Board of Education and directives of the Office of Extended Day Programs as they affect the Student Auxiliary Services Branch.
8. Approves the preparation of budgets, supervises expenditures, arranges transfers, authorizes necessary personnel actions and coordinates internal Branch activities.

Essential Functions (Cont'd)

9. Attends and participates in meetings and conferences with national, state, county, city and District officials in relation to matters of Branch function and responsibility.
10. Provides administrative assistance and coordination for special activities, as requested.
11. Prepares reports as required and special reports as requested.
12. Evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situation shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

Qualifications

Education

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.
2. At least four semester units in multicultural education or equivalent study (effective July 1, 2007). Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.
3. At least two semester units each (six semester units total), or the equivalent, of coursework in culture, language, and methodology to meet the requirements of the District's Master Plan for English Learners.

For additional information on Master Plan requirements, refer to the current policy bulletin on "Culture, Language, and Methodology Requirements for Administrators."

Credentials

A valid California K-12 teaching credential and an Administrative Services Credential authorizing K-12 service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

Experience

At least eight school years of successful full-time service in a public school certificated position(s), no fewer than four years of which must have been in a management position(s).

NOTE: For definitions of years of service, refer to Policy Guide E23.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of and ability to recognize the impact of the California Education Code, Board of Education rules, District policies and operating procedures, consent decrees, collective bargaining agreements in relation to the District's instructional programs and curriculum.
2. Knowledge of fundamental principles and accepted practices, current trends, literature and research in the areas addressed by student auxiliary services.

Knowledge, Skills, Abilities, and Personal Characteristics (Cont'd)

3. Ability to coordinate the development and improvement of the District's instructional program in the specific area(s) for which responsible.
4. Knowledge of effective administrative and managerial practices and ability to implement them.
5. Appropriate interpersonal style and methods to guide individuals toward task accomplishment.
6. Leadership skill in facilitating group processes, including consensus building and conflict resolution.
7. Ability to communicate and to work effectively with all racial, ethnic, linguistic, disability and socioeconomic groups.
8. Knowledge of and skill in budget preparation and control.
9. Ability to compose and comprehend written communication.
10. Ability to make formal public presentations.
11. Ability to observe, utilize and evaluate subordinates effectively.
12. Ability to travel to other sites/locations.

Health

Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

NOTE: This is a Master Salary (G) Table class.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

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