

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description  
**FIELD COORDINATOR, STUDENT AUXILIARY SERVICES**

**Job Purpose**

Coordinates, supervises, and evaluates Student Auxiliary Services (SAS) programs/activities and provides overall coordination for the Youth Services Program within a designated operational unit/program; oversees various Beyond the Bell (BTB) Branch before and out-of-school programs, and communicates District policies regarding extended day programs to schools, out-of-school personnel, school and local district (LD) administrators.

**Responsible to**

Administrator, Student Auxiliary Services

**Subordinates**

Classified, certificated, and unclassified personnel as assigned

**Functions**

Essential Functions

1. Provides overall coordination for the Youth Services Program in a designated operational unit/program; directs designated BTB/SAS programs; conducts special projects.
2. Develops, implements, supervises, and evaluates enrichment and incentive programs for out-of-school programs.
3. Coordinates Youth Services programs and activities with related programs of private and public recreation and youth-serving agency providers.
4. Serves as a liaison between District administration, site administration, and youth-serving agency providers to ensure program compliance and coordination.
5. Ensures staff development is aligned with contract and grant mandates; provides staff development training for employees; conducts staff development for youth-serving agency providers regarding District policies.
6. Conducts training for youth-serving agency personnel in District policy and emergency procedures.
7. Develops, implements, and monitors age-appropriate enrichment and recreational curriculum.
8. Oversees parent involvement and training in out-of-school program facilities.
9. Supervises and evaluates SAS activities, events, and programs.
10. Assists in developing annual budget and maintains fiscal control for SAS; allocates, expends, and accounts for budgeted funds within a geographic region or program; administers financial audits.
11. Assists in coordinating "first response" to emergency situations, including evaluating school emergency plans; organizing, conducting, and teaching District required emergency procedures; and collaborating with Environmental Health and Safety and outside agencies during emergency situations.
12. Coordinates implementation of the Civic Center Act, including permit applications, supervision of leases and permits, fee collection/accounting, and mediation of differences and disputes.
13. Writes grants to seek public sources of funding for SAS programs; reviews and comments on legislative issues related to SAS programs and activities.
14. Advises school and District personnel regarding playground layout changes; equipment locations and installations.
15. Serves as a member of various community and District committees focusing on out-of-school programs and issues.
16. Develops, implements, and oversees regional and District-wide BTB tournaments and special activities.

17. Collaborates with schools and youth-serving agency providers to implement the mission, vision and goals of BTB.
18. Audits part-time unclassified assignments.
19. Ensures compliance with the Unit G contract and advises site administrators regarding contractual issues.
20. Directs and 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 which are registered with the Office of the Los Angeles County Superintendent of Schools and that are part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

#### **Qualifications**

##### Education

###### *Required*

1. An earned master's degree or advanced degree of at least equivalent standard conferred by a regionally-accredited college or university
2. At least four semester units in multicultural education or equivalent study. 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."

###### *Desirable*

Credited course work in the field of recreational education and/or physical education

##### Experience

###### *Required*

At least eight school years of successful, full-time public school service in a certificated position(s), with no fewer than two years of which must have been in a leadership position(s) (e.g., coordinator, instructional coach, dean)

###### *Desirable*

Certificated experience in a supervisory capacity in the area of Youth Services

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

##### Credentials

A California 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

##### Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of the principles of learning education and recreation with an understanding of their relationship to the total educational process, specifically including age-appropriate activities.
2. Knowledge and understanding of active learning principles essential for attracting children to out-of-school activities.
3. Knowledge of the Civic Center Act, the Community Recreation Act, and Board of Education rules and regulations pertaining to recreation.

4. Knowledge of the BTB Program, including its history, philosophy, policies, financing, and personnel practices.
5. Ability to manage budget and finance procedures and practices.
6. A working knowledge of policies, regulations, and legislation pertinent to emergency response.
7. Ability to implement emergency response plans and practices.
8. Facility in oral and written communication.
9. Ability to compose and comprehend written communication.
10. Ability to effectively utilize computer technologies, such as email and word processing programs.
11. Ability to cope with crisis situations and to make immediate decisions.
12. Ability to cope with high volume work and multiple tasks.
13. 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 classification.*

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.

JRT