

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: ADMINISTRATOR, CHILD, YOUTH AND FAMILY SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Instructional Services, plan, organize, control and direct the services, programs and functions of Child, Youth and Family Services (CYFS); implement County Office policies and procedures and assure effective utilization of CYFS personnel and resources; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, control and direct the services, programs and functions of CYFS, including early childhood programs, child care, preschool, categorical programs, State and federally-funded projects, youth development, counseling interventions, and assessment and quality assurance of assigned projects.

Establish directional focus for CYFS; implement County Office policies and procedures and assure effective utilization of CYFS personnel and resources; evaluate effectiveness of programs and services; plan, design, coordinate, administer and assure compliance of courses and a variety of special projects, administrative procedures, reporting systems and internal processes to assure effective and efficient service delivery; make recommendations regarding changes to maximize services to students, districts and the community.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Lead and facilitate the design and development of new or modified programs, procedures and approaches for CYFS including funding; provide leadership for collaborative relationships on behalf of children, youth and families including the development of a strategic plan and vision for CYFS and means for implementing the vision.

Develop and prepare the annual preliminary budget for the CYFS; determine budget priorities; compile, analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; recommend resource allocation.

Provide leadership and services to district administrators in areas related to child welfare and attendance including processing inter-district and expulsion appeals, managing a multi-district court-ordered desegregation program, providing information and resources regarding home schooling, work permits and other related matters; provide resources, information and consultation to parents.

Respond to and resolve inquiries, complaints and concerns from the public, community, outside organizations, school district officials, staff, students and parents.

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Maintain current knowledge of trends, practices, and local, State and federal programs, reforms, laws, codes, regulations and pending legislature related to assigned activities; direct the modification of functions, policies and procedures to meet local, State and federal requirements as appropriate; provide leadership and direction in developing new and innovative services.

Direct the preparation and maintenance of a variety of records, reports and files related to personnel, development, budgets, general and strategic planning, fiscal and performance-based accountability and other assigned activities.

Provide leadership, advise, facilitate, plan assistance and support activities related to the collection, analysis and use of data to improve student achievement to various school and community groups.

Plan, coordinate, lead and facilitate a variety of meetings, workshops, training sessions and other activities; provide input and meet with a variety of local, regional, State and federal officials regarding current and future policy, procedural and funding aspects of CYFS; serve on assigned committees; prepare and present reports and other information to officials, community organizations, schools and others as directed.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of the services, programs and functions of CYFS.  
Principles, practices, methods and techniques of services, programs and functions in CYFS.  
Design and delivery of effective services for children, youth and families.  
Methods and approaches to administrative planning, assessment, monitoring, organizational development, resource allocation and research and development.  
Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.  
Applicable laws, codes, rules and regulations related to assigned activities.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Public speaking techniques.  
Budget preparation and control.  
Interpersonal skills including tact, patience and courtesy.  
County Office organization, operations, policies and objectives.  
Principles and practices of administration, supervision and training.  
Record-keeping and report writing techniques.

**ABILITY TO:**

Plan, organize, control and direct the services, programs and functions of CYFS.

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Implement County Office policies and procedures and assure effective utilization of CYFS personnel and resources.

Supervise and evaluate the performance of assigned personnel.

Facilitate groups in planning, problem-solving and decision-making.

Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds.

Apply research and development practices and techniques and gather, interpret, analyze and report data.

Plan and deliver effective professional development programs.

Implement an effective program of cost control by applying principles and methods of fiscal and budget management.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Prepare and deliver oral presentations.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in education or related field and five years administrative experience working with educational programs and services including two years in a supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Valid Administrative Services Credential.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.