

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

Class Description  
**FIELD COORDINATOR, YS-CARE**

**Primary Function**

Develops, coordinates, supervises, and evaluates District-wide programs/activities; acts as a liaison of the Beyond the Bell Branch (BTB) for outside after-school programs; serves as a resource to Educational Service Center (ESC) administrators regarding District guidelines and policies as they relate to after-school programming.

**Responsible to**

Administrator, Student Auxiliary Services

**Subordinates**

Certificated and classified personnel as assigned  
Other unclassified personnel as assigned

**Functions**

Essential Functions

1. Provides overall coordination and supervision for the District-wide YS-CARE Program, including activities, events, and programs; acts as a resource to develop, implement, supervise, and evaluate educational, enrichment, and incentive programs for all out-of-school programs under BTB; develops, implements, and monitors age-appropriate educational, enrichment, and recreational activities.
2. Coordinates YS-CARE and collaborates activities with related programs of private and public recreation, and youth-serving agencies.
3. Serves as a liaison between District administration, site administration, and agency providers to ensure program compliance and coordination.
4. Collaborates with site administrators in selecting out-of-school time personnel.
5. Provides staff development training for employees of YS-CARE and serves as a staff development training resource for out-of-school time program agencies; ensures staff development is aligned with contract and grant mandates; serves as a resource for conducting staff development for youth-serving agency providers regarding District policies.
6. Oversees parent involvement and training in out-of-school program time activities.
7. Develops annual budgets and maintains fiscal control for YS-CARE; allocates, expends, and accounts for budgeted funds from multiple funding sources; and administers financial audits.
8. Assists in coordinating "first response" to emergency situations, including school emergency plans; organizing, conducting, and utilizing District required emergency procedures; and collaborating with Environmental Health and Safety, and outside agencies during emergency situations.
9. Writes grants to seek public sources of funding for Student Auxiliary Services (SAS) programs; reviews and comments on legislative issues related to SAS programs.
10. Develops, implements, and oversees regional and District-wide BTB tournaments and special activities.
11. Collaborates with schools and youth-serving agency providers to implement the vision and goals of BTB.
12. Ensures compliance with all District bargaining unit contracts and advises site administrators regarding contractual issues.
13. Prepares and distributes reports and memorandums to school sites, District offices, community stakeholders, and personnel.
14. 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

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 English Learner Master Plan.

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

### Experience

#### *Required*

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

#### *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 education and recreation with an understanding of their relationship to the total educational process, specifically including age-appropriate activities.
2. Knowledge of federal, state and local policies, rules, laws, regulations and legislation pertaining to youth services; knowledge of the Civic Center Act, the Community Recreation Act, and Board of Education rules and regulations pertaining to recreation.
3. Ability and integrity in dealing with confidential matters.
4. Ability to provide administrative leadership at the executive level including decision-making, problem-solving, and delegation of authority.
5. Knowledge of District policies and procedures, goals and objectives, organizational structure and functions, negotiated contracts, collective bargaining agreements, and consent decrees.
6. Ability to work effectively and cooperatively with diverse racial, ethnic, socioeconomic, linguistic, and disability groups.
7. Commitment to District standards of assessment and accountability.
8. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
9. Leadership skill in facilitating group processes, including consensus building and conflict resolution.
10. Ability to observe, evaluate, and utilize subordinates effectively.
11. Knowledge of effective administrative and managerial practices.
12. Ability to implement up-to-date staff development and in-services.
13. Ability to make formal, public presentations.

14. Ability to communicate effectively with students, supervisors, peers, teachers, other District personnel, parents, community and union representatives, and other stakeholders, both individually and as a group.
15. Ability to compose and comprehend oral and written communication.
16. Ability to effectively utilize computer technologies such as word processing and email.
17. Ability to cope with crisis situations and the need to make immediate decisions.
18. Ability to cope with high volume work and multiple tasks.
19. 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