Division of Student Health and Human Services (SHHS)

ADMINISTRATIVE COORDINATOR, STUDENT HEALTH AND HUMAN SERVICES (TARGETED AND SPECIALLY FUNDED SERVICES)
42G (School Support Administrator, 0515)

Primary Duties/Responsibilities:
- Designs and oversees training, support, and planning/data tool development for division staff to support targeted health and mental health services District-wide, including targeted evidence-based practices (EBPs).
- Provides regular updates to District leadership and advisory groups regarding programs and services to improve student, family, and school community wellness and to mitigate risk for selected student groups.
- Leads cross-disciplinary and specially funded SHHS special projects and programs in collaboration with other divisions, including the Division of Instruction, to enhance health and mental health supports in targeted schools and for targeted grade levels.
- Provides regular reports to the executive director of SHHS, superintendents, and Board of Education members related to well-being of targeted student populations and aligned specialized programs and services.
- Oversees and engages with community-based organizations and advocacy groups to prevent and address systemic barriers and concerns related to students involved in the foster care or juvenile justice systems or students who are experiencing homelessness.
- Monitors compliance with federal, state, and local guidelines and facilitates District policy revisions in assigned areas of focus with an emphasis on effectively improving access and equity, as well as, outcomes for underserved student populations.
- Supports the program development and evaluation of assigned SHHS programs and data/documentation systems such as MiSiS, S3, Welligent, MyData, and Focus.
- Collaborates with Human Resources, Administrative and Certificated Assignments, and Personnel Commission staff to ensure compliance and adherence to District hiring and recruitment policies.
- Evaluates the performance of assigned subordinate personnel.
- Assists the executive director with implementing strategies to support the division’s key performance indicators.
- Serves as a crisis response team member, as required.
- Performs other duties as assigned.

Salary: 42G, (School Support Administrator, 0515) – A Basis ($112,259 – $140,182) – 262 paid days
- In the case of an annualized employee who is changing basis during the year, this change may result in an annualized “settlement” (i.e., the process by which the District resolves an under or overpayment).
- For employees who change basis during the school year, this basis change may prevent them from earning a full year of service credit.
- Selected individual may be subject to displacement due to norm allocation and seniority-based RIF provisions or due to budget limitations.
- This position is deemed certificated under Education Code Section 44065, but may not qualify for “creditable service” under Education Code Section 22119.5 for CalSTRS benefits. However, if the candidate chosen for the position is already a CalSTRS member, he/she can fill out an election form to remain in CalSTRS and thereby obtain CalSTRS credit for this service.

Minimum Requirements:
- Permanent certificated employee of the Los Angeles Unified School District
- At least eight (8) years of successful, full-time public school service in a certificated position(s), no fewer than two (2) years of which must have been in a position(s) requiring the Administrative Services Credential
- At least three (3) years of successful, full-time public school service in a non-classroom position(s) with assigned responsibilities directly related to wellness, mental health, school social work, pupil services, or school counseling
- A valid California Administrative Services Credential
- An earned master’s degree or advanced degree of at least equivalent standard in social work, counseling, psychology, or related field conferred by a regionally-accredited college or university
- Completion of required Multicultural Education and Master Plan coursework*

Employees who have been issued a below standard Performance Evaluation, or Notice of Unsatisfactory Act(s) and/or Suspension shall be ineligible for application to any promotion process for one calendar year following the issuance of such a Notice.

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.
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*Applicants have one year to complete this requirement.

NOTE: All minimum requirements must be met on or before the filing deadline. It is the applicant’s responsibility to ensure that appropriate documentation is on file with Human Resources. For additional information, please call (213) 241-6886.

**Desirable Experience/Qualifications:**

- Demonstrated experience leading multi-disciplinary leadership groups, collaborations with administrators, staff, or external agencies to develop large scale initiatives that enhance support the needs of underserved or at-risk student populations
- Knowledge of and experience conducting asset mapping, assessment-based action planning and developing, implementing, and monitoring organizational change strategies
- Demonstrated successful experience implementing and evaluating the efficacy of health and human service programs and services
- Demonstrated experience in effective communication with students, parents, other District personnel, and community representatives, both individually and as a group
- Experience assessing and addressing access and equity issues that impact outcomes for underserved students including, but not limited to, African American students, students with disabilities, students experiencing homelessness, students who are pregnant and parenting, students involved in the juvenile justice or foster care systems
- Experience advocating for the educational rights of targeted underserved students including, but not limited to, students involved in the foster care or juvenile justice systems, students experiencing homelessness, pregnant and parenting teens, and other at-risk students
- Demonstrated experience composing District policy guides, reference guides, or memorandums
- Ability to work efficiently and effectively in a fast-paced environment
- Ability to work comfortably in ambiguous climate and adapt to new circumstances
- Capacity to work independently while providing detailed updates on progress
- Strong project management skills, particularly, when managing multiple responsibilities
- A commitment to producing consistently high quality, detailed work
- Ability to collaborate effectively with others at all levels of an organization and to demonstrate a high level of professionalism in all interactions
- Ability to handle information in a confidential manner in accordance with established policies and legal requirements

**Application Procedure:**

To be considered for this position, qualified applicants must submit the following application materials as email attachments:

1. Cover letter that describes qualifications for this position and successful experience in the following areas:
   - Developing and implementing large-scale student health and human services programs or initiatives
   - Establishing and maintaining effective partnerships with community agencies or organizations
   - Implementing processes and practices to improve service delivery or evaluation of programs/services.
2. Current résumé (include employee number)
3. List of three references that includes the current and next most recent supervisors with their contact information. References will be verified for all applicants who are finalists for the position.

Applicants are advised that meeting the stated minimum requirements does not ensure an invitation to an interview.

Application materials must be emailed to the Division of Student Health and Human Services to Yamilet Renderos at yamilet.renderos@lausd.net. Include the following in the email subject line: “Administrative Coordinator, SHHS (Targeted and Specially Funded Services); Applicant Name”. Please do not send hard copies of application materials.

**DEADLINE: FEBRUARY 13, 2020 – 5:00 p.m.**

All application materials must be received by the filing deadline. MATERIALS SENT BY FAX, SCHOOL MAIL, OR U.S. MAIL WILL NOT BE ACCEPTED.