



PERSONNEL COMMISSION

Class Code: 0503
Salary Range: 35 (M2)

KIDS' CLUB/YOUTH CONNECTION PROGRAM MANAGER

JOB SUMMARY

Under general direction, plan, organize, and direct the development, implementation, and operation of the District's Kids' Club/Youth Connection program and assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize, coordinate, and supervise the work of assigned personnel. **E**
- Plan, coordinate and evaluate the program, identify needs, and develop both long and short range goals for the program, including budget and staffing. **E**
- Confer with school site personnel, or other appropriate District personnel, regarding the program, staff, or district policies and procedures. **E**
- Interpret and implement program needs based on individual site self-assessment. **E**
- Set up and maintain an effective administrative organization with clear lines of responsibility, delegated authority, and effective communications. **E**
- Interview or participate in interviews and the development of recommendations regarding the selection of new staff, assignment changes for existing staff, or similar staff related matters. **E**
- Identify and coordinate in-service training for staff and parents. **E**
- Train and evaluate personnel in the proper performance of duties, including delivery of an appropriate curriculum, safe and efficient methods and practices, and appropriate care and use of equipment and supplies. **E**
- Monitor program budgets, fee collection systems, enrollment procedures, and make appropriate recommendations regarding these and other administrative aspects of the program. **E**
- Plan for the most effective use of curriculum materials, instructional supplies, equipment, and facilities. **E**
- Promote a positive community relations and program services program through PTA, parent councils, and other community based organizations. **E**
- Develop a plan to, and actively market program services. **E**
- Research and evaluate ideas regarding new programs, program enrichment, materials, equipment, and supplies. **E**
- Maintain various administrative records including personnel records, payroll related records and time sheets and reports regarding accidents, thefts, damage, complaints,

- etc. **E**
- Set up and maintain records of, and participate in, periodic inventories of equipment and supplies. **E**
- Write various reports and correspondence. **E**
- Make on site visits to monitor program and personnel performance on a regular and unscheduled basis. **E**

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

An incumbent in this classification is responsible for the professional management of the Kid's Club/Youth Connection Program of the Long Beach Unified School District and the direct supervision of assigned employees. The primary operations of the program are delivering child-care at various sites before and after regular school times, ranging from 6:00-6:30 a.m. to 6:00 - 6:30 p.m., or as otherwise established. To the extent the administration determines appropriate, an incumbent is also responsible for the further promotion and development of the program to meet the needs of the community for such services and the active enrollment of program participants. Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles of child development.
- Developmentally appropriate curriculum.
- General principles of supervision and training.
- Appropriate safety precautions and procedures, First Aid, and standards of health and sanitation.
- Diverse cultural communities and backgrounds.
- Computerized records and computer record keeping.

Ability to:

- Plan, coordinate, organize, and supervise the work of others.
- Train, supervise, and evaluate assigned employees and/or students, including correcting unacceptable behaviors.
- Plan and develop an effective program of child-care, as defined, to meet the needs of the community within budgetary constraints.
- Demonstrate program leadership and managerial skill.
- Recognize and correct safety hazards.
- Learn, interpret and follow District policies and procedures.

Establish and maintain effective controls over financial and/or worker resources.
Develop and recommend program modifications.
Deal with varied and changing circumstances.
Set up and maintain records.
Speak effectively and make public presentations to large or small groups.
Write letters, reports, notices, and related materials.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.
Operate a vehicle observing legal and defensive driving techniques.
Operate a computer, using software such as Lotus 123 and WordPerfect.

Education and Training:

Bachelor's degree from a recognized college or university with a major in public administration, sociology, education, nursing, or related social science.

Experience:

Four years of experience working with school age children in a public or private school or licensed child care setting, including two years in a lead or supervisory level of responsibility for the program or for personnel engaged in delivery of the program services.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

Positions in this classification require use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment.

Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a designated second language. Selective certification in accordance with the Education Code may be effected to meet this requirement.

WORKING CONDITIONS

School classroom learning center, playground, or office environment.
General office clerical working conditions
Requires going to sites for visits, meeting with individuals or groups, and making oral presentations to individuals or small/large groups of people.

PHYSICAL DEMANDS

Will require lifting, kneeling, and an ability to be physically interactive with children up to pre-teens.

Including lifting of supplies and books.
Dexterity of hands and fingers to operate a computer keyboard.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

04/06/95
Rev 10/24/02