



Sequoia Union High School District

Job Description

JOB TITLE:	CAL-SAFE Program Leader
REPORTS TO:	Principal
CLASSIFICATION:	Classified
SALARY SCHEDULE:	15.0
WORK - YEAR / HOURS:	11 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	9/1/01

DEFINITION

Under direction, the CAL-SAFE Leader implements the CAL-SAFE Program, Ed. Code 54745, for expectant and parenting students, and to serve as a liaison to school nurses, guidance advisors, public health nurses, SAMP, Tri Cities Child Development Center, and community agencies.

DISTINGUISHING CHARACTERISTICS

Under direction the incumbent performs the full range of duties related to improving the educational experience and offering support services for expecting and parenting students. Additional the incumbent ensures the program will supply childcare and development centers for use by these parents to enable them to stay in school.

EXAMPLES OF DUTIES

- Plans and implements outreach programs in the community
- Completes all paperwork, including a needs assessment, for each client
- Refers client to appropriate agencies
- Ensures that clients are enrolled in an educational program
- Attends appropriate meetings and conferences
- Oversees data entry for program evaluation
- Completes attendance, budget, and other reports
- Acts as liaison with educational programs in district

QUALIFICATIONS

Knowledge of:

- Applicable laws, codes, regulations, and policies
- Community resources
- Record keeping procedures and techniques

Skill in:

- Planning, organizing, implementing, and monitoring
- Working independently
- Communicating effectively
- Making presentations and participating in meetings
- Clearly and correctly writing, reading and speaking English
- Performing administrative work and operating standard office equipment including computer hardware and software

A typical way of acquiring the required knowledge, skills and abilities might be:

High school graduation or equivalent, supplemented by college coursework or work experience in administration.

PHYSICAL REQUIREMENTS

- Vision which can be corrected to a level sufficient to successfully read handwritten, typed and computer generated information and data, as well as computer terminal displays
- Hearing and speech ability sufficient to enable communication by telephone and in person
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large documents holders (binders, manuals, etc.)

OTHER REQUIREMENTS

May require a valid California Driver's License and willingness and ability to travel to various sites in the county.

--