**Sequoia Union High School District**

**Job Description**

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<tr>
<th><strong>JOB TITLE:</strong></th>
<th>Coordinator of Sequoia Teen Resource Center</th>
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<tr>
<td><strong>REPORTS TO:</strong></td>
<td>Principal or designee of Sequoia High School</td>
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<td><strong>CLASSIFICATION:</strong></td>
<td>Classified</td>
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<td><strong>REQUIREMENTS:</strong></td>
<td>Master’s degree in public or non-profit administration, business, organizational development, clinical psychology, social work, public health or education; or a Bachelor’s degree in the same and three years of equivalent work experience. Experience in fund development and grant writing; delivering school based health or human services, working in an interagency collaborative setting, supervising and managing staff, working in multi-racial, and multi-ethnic settings. Ability to speak Spanish is desirable. Background in public or non-profit administration, business, organizational development, social work, public health or education. Broad experience working with school-based student support services.</td>
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<td><strong>SALARY SCHEDULE:</strong></td>
<td>Management Salary Schedule IX</td>
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<td><strong>WORK - YEAR / HOURS:</strong></td>
<td>12 months</td>
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<td><strong>LOCATION:</strong></td>
<td>Sequoia Wellness Center</td>
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<td><strong>BOARD APPROVAL:</strong></td>
<td>March 17, 2010</td>
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**DEFINITION**

Under the direction of the Principal or designee, the Coordinator will guide, support and manage the growth and development of the Sequoia Teen Resource Center.

**EXAMPLES OF DUTIES**

The Coordinator will have three primary areas of work: 1) Provide leadership to the Center’s operations; 2) Coordinate and integrate student support services with the school’s academic program; and, 3) Expand collaborative partners and raise additional resources to support the ongoing success of the Center.

- Provide leadership and oversee aspects of the operations of the Sequoia Teen Resource Center.
- Coordinate and manage the development and implementation of community school-based health, social and youth development services that enhance the health and safety of children and families and improve educational outcomes of students.
- Monitor Sequoia Teen Resource Center budget and provide fiscal management.
- Oversee, supervise, and manage staff, volunteers and interns.
- Develop and foster supportive governance structure that includes public and community-based organizations, school staff and youth, and convene regular meeting of membership.
• Manage program communications in response to changing needs
• Research and act on funding opportunities, including grant writing, report writing, and donor development
• Regularly attend Redwood City 2020 Steering Committees
• Support evaluation and reporting processes
• Ensure the successful implementation of strategic plans developed by STRWC collaborating partners

Skills:

Excellent management and administration skills;
Proven fund development and grant writing skills;
Knowledge of the fundamental principles of collaboration, family support, health and youth development;
Experience with program development and evaluation;
Ability to facilitate teams and groups;
Ability to develop rapport and strong working relationships with diverse people;
Strong written and verbal communication skills;
Computer literate.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:
• Vision which can be corrected to a level sufficient to successfully read hand-written, 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 document holders (binders, manuals, etc.);
• Physical ability to reach, bend and grasp in order to file and retrieve materials;
• Physical ability to sit or otherwise remain stationary at work post for long periods.

OTHER REQUIREMENTS

Requires a valid California Driver’s license and the willingness and ability to travel to various sites within the bay area.
Requires willingness and ability to work evening and/or weekend hours.