



Sequoia Union High School District

Job Description

JOB TITLE:	Coordinator of Sequoia Teen Resource Center
REPORTS TO:	Principal or designee of Sequoia High School
CLASSIFICATION:	Classified
REQUIREMENTS:	<p>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.</p> <p>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.</p>
SALARY SCHEDULE:	Management Salary Schedule IX
WORK - YEAR / HOURS:	12 months
LOCATION:	Sequoia Wellness Center
BOARD APPROVAL:	March 17, 2010

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.