SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

Agenda Item# 12.1m

Meeting Date: October 24, 2024

Subject: Approve Job Descriptions

- ☐ Information Item Only
- ☒ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: _____)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

Division: Human Resources Services

Recommendation: The recommendation is to approve new and/or revised job descriptions.

Background/Rationale: The District has a need to ensure that job descriptions are updated or new job descriptions created in order to meet evolving needs. As a reminder, as part of an updated process, moving forward, job descriptions will be brought to the Board prior to their implementation.

Financial Considerations: The job descriptions below have been approved through an internal District process that includes approval by Business Services, Purchasing Review Process, Cabinet, and Human Resources.

LCAP Goal(s): Safe, Clean and Healthy Schools

Documents Attached: Job Descriptions:

New Job Descriptions as of 10/24/2024:

Coordinator I, Elementary Middle School Athletics (UPE)	Equity Access and Excellence
Yard Monitor (SEIU)	School Sites

Revised Job Descriptions as of 10/24/24:

Coordinator II, State and Federal Programs (UPE)	State and Federal Programs
Director III, Budget Services (Non-Represented Management)	Budget Services

Estimated Time of Presentation: N/A

Submitted by: Cancy McArn, Chief Human Resources Officer & Lead Negotiator

Approved by: Lisa Allen, Superintendent

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Elementary Middle School Athletics	**CLASSIFICATION:**	Certificated Management (UPE)
SERIES:	Coordinator I	**FLSA:**	Exempt
JOB CLASS CODE:	9905	**WORK YEAR:**	211 Days
DEPARTMENT:	Equity Access and Excellence	**SALARY:**	Range 20 Salary Schedule B7
REPORTS TO:	Assigned Supervisor	**CABINET APPROVAL:** **HR APPROVAL:** **BOARD APPROVAL:**	9-24-24 9-19-24 TBD

BASIC FUNCTION:

Under the direction of the District Athletics Coordinator, this position has the responsibility for the overall administration of all aspects of the Elementary and Middle School after school sports programs. Basic Functions include planning, organizing, controlling and coordinating all district wide Elem/MS athletic programs and activities for schools in conjunction with the Expanded Learning Opportunity Program. Serve as a district liaison between administrators, personnel, parents, students, outside agencies, and the Youth Development Support Services Department regarding Elem/MS sports.

The primary focus will be that of mentorship, on campus recruitment, game management, and coordination of the overall Elementary/Middle School Athletics program, where the total development of the student-athlete is the highest priority.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Serve as a liaison between administrators, personnel, parents, students, and outside agencies; respond to inquiries and provide information concerning district Elem/MS athletics activities and programs; resolve issues and conflicts and exchange information; model district standards of ethics and professionalism. **E**

Assist in the development and preparation of the annual departmental budget; assist in directing the forecast of funds needed for staffing, equipment, and materials; assist in the preparation of related bids; monitor and authorize expenditures in accordance with established limitations, assure program funding and evaluate funding resources. **E**

Organize, coordinate, and promote an interscholastic athletic program that is an integral part of the total educational program. **E**

Collaborate with Human Resources regarding recruitment, job postings, and position descriptions regarding coaching vacancies and staffing in Elem/MS sports. **E**

Assume responsibility for the collection, organization, and submission of all information and documents to HR verifying that coaches have met all pre-employment requirements. **E**

Assist in the development of above requirements for Elem/MS Coaches. **E**

Participate in the planning, operation and evaluation of summer athletic programs in cooperation with ELOP. **E**

The Athletic Coordinator will support Elem/MS site leaders, athletic directors, coaches, and student-athletes; develop league competition schedules - including facilities, equipment, coordination of officials, season record keeping, postseason tournament, awards, manage operating budget - stipends, equipment, personnel, field prep liaison among coaches, site AD, site admin, district AD, District Communications Department, and/or Facility improvement/Maintenance personnel. **E**

Organize, plan, coordinate pre-season coaches meetings, quarterly Site AD/Admin meetings. **E**

Develop sport season calendars. **E**

Evaluate Elementary/Middle School athletic program needs, make recommendations and implement appropriate changes. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Experience as an administrator, athletic director, coach, or other sport related field. Experience building, facilitating, and leading high functioning adult teams is preferred. Bachelor's degree from an accredited university in athletic administration, physical education, school administration, sports management, or related field. Experience coordinating comprehensive program activities in a school/academic setting is preferred. Knowledge and experience working in the school or surrounding community is preferred.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California teaching credential and Administrative Services Credential. Valid California Driver's License and proof of insurance. Current CPR certification. Current First Aid certification. Current Concussion in Sports certification. NFHS Fundamentals of Coaching certificate.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Pre-employment, training, and certification requirements to ensure legal compliance.
- Budget preparation and control
- CA Education Code, Board Policies and Regulations, and Administrative Regulations
- Current applicable laws, codes, regulations, policies, and procedures.
- School district organization, operations, policies, and objectives.
- Interpersonal skills using tact, patience, and courtesy
- Oral and written communication skills
- Principles and practices of management, supervision, and training
- Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.

ABILITY TO:

- Develop and maintain a comprehensive athletic program for Elementary and Middle Schools.
- Ensure legal compliance related to pre-employment, training, and certification requirements.

- Develop standards, procedures, and manuals for athletic programs.
- Manage multiple priorities simultaneously with highly developed organizational skills and attention to detail.
- Establish and maintain effective working relationships with staff, parents, and the public.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Plan and organize work to meet schedules and deadlines.
- Prioritize and schedule work to meet schedules and timelines.
- Prepare comprehensive narrative, statistical, and fiscal/budget reports.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:
Outdoor and office environment; K-12 school campuses; and drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:
Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects. Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions; and kneel or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information; see to read and assure accuracy of records and reports.

SAMPLE HAZARDS:
Contact with dissatisfied, hostile individuals; may risk exposure to communicable diseases, home environments that are not clean or safe, and personal safety hazards.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District offered plans.

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Yard Monitor	**CLASSIFICATION:**	Classified Non-Management (SEIU/Aide-Paraprofessional)
SERIES:	None	**FLSA:**	Non-Exempt
JOB CLASS CODE:	9904	**WORK YEAR:**	10 Months
DEPARTMENT:	School Site	**SALARY:**	Range 29 Salary Schedule C
REPORTS TO:	Assigned Supervisor	**BOARD APPROVAL:** **HR APPROVAL:**	TBD 10-15-2024

BASIC FUNCTION:

Provide student supervision; monitor elementary school children in designated area to ensure the safety of children; assist with direction of playground and cafeteria activities.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Establish and maintain order, discipline, and adherence to safety precautions. **E**

Report irregularities and hazards to assigned supervisor. **E**

Enforce school rules concerning the health, safety and proper behavior of students. **E**

Assist with supervision of playground and recreational activities. **E**

Plan and organize games suitable to the seasons. **E**

Maintain proper utilization of playground equipment. **E**

Maintain current certification in Standard Red Cross First Aid. **E**

Implement and supports PBIS (Positive Behavior Interventions). **E**

Operate and respond to calls on two-way radio. **E**

Communicate to administrators and staff concerning student behavior; report incidents involving students. **E**

Escort and direct authorized visitors to desired destinations; escorts students to and from administration offices; retrieve students as requested by administrators. **E**

Monitor and report graffiti and vandalism on school property. **E**

Unlock and lock gates, hallway doors or bathrooms as assigned. **E**

May perform general office clerical duties. Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:
Any combination equivalent to: graduation from high school. Prefer some experience with elementary school

children.

LICENSES AND OTHER REQUIREMENTS:
Successful completion of a Standard Red Cross First Aid course at least within six months after employment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Habits of elementary school children.
- Appropriate human relations and student needs.
- Interpersonal skills using tact, patience, and courtesy.
- Applicable laws, codes, regulations, policies and procedures.
- Basic methods of individual and group supervision.
- Oral and written communication skills.
- Health and safety regulations.

ABILITY TO:

- Patrol and supervise campus activities to assure the well-being and safety of students and staff in non-classroom activities and setting.
- Operate a two-way radio and other assigned equipment.
- Establish and maintain order, discipline, and adhere to safety precautions.
- Develop cooperative relationships with parents and children.
- Lift light objects according to safety regulations.
- Communicate effectively and follow oral and written instructions.
- Observe health and safety regulations.
- Administer basic first aid and CPR procedures.
- Walk and stand for an extended period of time.
- Meet state and district standards of professional conduct as outlined in Board Policy.
- Perform functions of AED (Automated External Defibrillator).
- Implement PBIS strategies.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:
Outdoor environment; subject to adverse weather conditions.

SAMPLE PHYSICAL ABILITIES:
Hear and speak to exchange information; stand and walk for extended periods of time; bend at the waist, crouch, or lift to provide assistance; observe student activities; lift light objects.

(Former Classification: Morning Duty, Noon Duty)

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, State and Federal Programs	**CLASSIFICATION:**	Certificated Management (UPE)
SERIES:	Coordinator II	**FLSA:**	Exempt
POSITION CODE:	1905	**WORK YEAR:**	12 Months
DEPARTMENT:	State and Federal Programs	**SALARY:**	Range 44 Salary Schedule A
REPORTS TO:	Director, State & Federal Programs	**HR APPROVAL:** **CABINET APPROVAL:** **BOARD APPROVAL:**	9-25-24 9-25-24, 07-31-14 TBD

BASIC FUNCTION:

Plan, organize, and coordinate the implementation and evaluation of the State and Federal categorically funded programs in the District; serve as a liaison with other agencies concerning state and federal programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Coordinate and/or assist with the implementation of mandated State and Federal intervention/corrective action programs, including communicating with the California Department of Education, the District Board of Education, District leadership, external consultants, and District and school site staff. **E**

Coordinate and/or assist with the implementation of State and Federal Categorical Program requirements, including technical support to school sites regarding requirements under the Elementary and Secondary Education Act (ESEA), formerly known as No Child Left Behind Act (NCLB), Local Control Accountability Plan (LCAP), School Plan for Student Achievement (SPSA), Federal Program Monitoring (FPM) process, and intervention support for schools identified as in need of Comprehensive Support and Improvement (CSI), Targeted/Additional Targeted Support & Improvement (ATSI) and (TSI). **E**

Provide core curriculum and academic intervention expertise to schools identified as needing support under ESEA; monitor the implementation of program requirements under ESEA. **E**

Assist with the completion of the Consolidated Application (ConApp) reports; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Design tools and resources for schools and departments that facilitate the implementation of State and Federal programs. **E**

Assist with the development and monitoring of State and Federal program budgets/expenditures at K-12 schools. **E**

Assist with the development and revision of the Local Control Accountability Plan Addendum and Local Control Accountability Plan (LCAP). **E**

Assist with the development, monitoring and review of the School Plan for Student Achievement (SPSA) and School Site Council (SSC). **E**

Design tools and resources for schools that assist in ensuring compliance with School Site Council (SSC) composition requirements under ESEA . **E**

Support the coordination and facilitation of the Federal Program Monitoring process and address all out-of-compliance items. **E**

Collaborate with other departments to develop plans that align with District, state, and federal regulations. E

Provide technical assistance to school sites and departments in their implementation of State and Federal categorical programs; coordinate District-wide compliance of all categorical programs. **E**

Be available for consult with individual School Advisory Councils**. E**

Collaborate with personnel in curriculum and other departments to ensure alignment of categorical programs. **E**

Communicate and collaborate with other administrators, District personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model District standards of ethics and professionalism. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community within State and Federal Programs. **E**

Perform related duties as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree, and three years increasingly responsible administrative or supervisory experience in state and federal or related programs, and five years of teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, provide personal automobile; Valid Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization, and direction of the State and Federal Programs in the District.
- Budget preparation and control.
- Principles and practices of management.
- Applicable codes, regulations, policies, and procedures.
- Oral and written communication skills.

ABILITY TO:

- Plan, organize, and direct the State and Federal Programs in the District.
- Communicate effectively both orally and in writing to a variety of audiences.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:
Office environment; driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:
Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, analyze, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Budget Services	**CLASSIFICATION:**	Management, Classified
SERIES:	Director III	**FLSA:**	Exempt
JOB CLASS CODE:	4912	**WORK YEAR:**	12 Months
DEPARTMENT:	Business Services	**SALARY:**	Range 19 Salary Schedule A
REPORTS TO:	Assigned Supervisor	**BOARD APPROVAL:** **CABINET APPROAL:** **HR APPROVAL:**	TBD, 08-21-00 9-20-24 9-19-2024

BASIC FUNCTION:

Plan, organize, and direct the development of the district budget; develop and implement budgetary control procedures; and provide budgetary information to the Superintendent, Board of Education, and others as required.

REPRESENTATIVE DUTIES:

Prepare preliminary, tentative, and final adopted budgets annually. Prepare and present budgetary information to the Superintendent, Board of Education, and other groups as required. **E**

Maintain close contact with district staff, the Budget Committee, community organizations, and employee organizations in budget development activities and changes in the budget; make available and disseminate relevant program and expenditure data and information to such groups and organizations. **E**

Conduct financial analysis, and provide financial data as required for district negotiations. **E**

Insure accurate calculation of all non-categorical revenues for the district. **E**

Verify all departmental budgets submitted; monitor all district budgets to insure compliance with district policy, the Education Code, and county, state, and federal regulations. **E**

Develop management reports that clearly show program progress and problems for policy guidance and administrative control. **E**

Develop computational data for required governmental reports showing total district resources and expenditures. **E**

Analyze and define all district program and subprogram activities in order to develop budgetary information about the program. **E**

Direct staff on all budgetary matters and other day-to-day activities. **E**

Serve as a control point for position control purposes. **E**

Assist in the development of Administrative Services operational procedures, rules, and regulations. **E**

Perform related duties as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with a major in public administration, business administration, or a related field, and five years increasingly responsible supervisory experience in budget preparation with a preference in a public school district.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, and provide personal automobile.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization, and direction of budget development in a public school district.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies, and procedures related to public school district budget preparation.

ABILITY TO:

- Plan, organize, control, and direct the functions of budget preparation.
- Provide technical information and assistance to others concerning budget preparation.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:
Office environment; driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:
Hearing and speaking to exchange information and make presentations; seeing to monitor various activities, and to read various documents; sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at the waist to retrieve and store files.

SAMPLE HAZARDS:
Contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: District pays a portion of the employee's health benefits with District-offered plans

(Former Classification: Director, Budget Services)