

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, Foster Youth Services	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Coordinator II	FLSA:	Exempt
JOB CLASS CODE:	1959	WORK YEAR:	12 Months
DEPARTMENT:	Foster Youth Services Department	SALARY:	Range 11 Salary Schedule A
REPORTS TO:	Director I, Youth Development	BOARD APPROVAL: HR APPROVAL:	05

Coordinate a data management system for each foster child containing pertinent, available data from present and

- Analyze situations accurately, and adopt an effective course of action.
- Operate a computer terminal to enter data, maintain records, and generate reports.
- Plan, organize, and evaluate work to meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.