

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Leader of Residential Education, San Pasqual Academy**

**Purpose Statement**

The job of Leader of Residential Education, San Pasqual Academy, plans, directs, and provides instructional and administrative leadership for a residential education program for foster youth; establishes and maintains collaborative relationships; serves as liaison to schools, districts, county offices of education, local and state agencies addressing the needs of foster youth enrolled in the program; and evaluates and supervises the performance of assigned staff.

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**Essential Functions**

- Fosters collaborative relationships between educational and school programs with a variety of agencies (e.g. San Diego County Child Welfare Services, California Foster Youth Education Taskforce, San Pasqual Academy Advisory Board, New Alternatives, Inc., Court Appointed Special Advocates, Education Rights Holders, social workers, judges, and attorneys, etc.) for the purpose of maintaining optimal student achievement.
- Develops and implements methods and procedures to promote pro-social student behaviors in a variety of educational environments, including providing coaching and technical support to school staff in the successful implementation and practice of prevention, restorative justice, trauma informed approaches, and Positive Behavior Intervention Supports, for the purpose of ensuring a positive therapeutic learning environment.
- Engages staff in professional learning about teaching practices and program improvements, in individual, small, and large groups, for the purpose of developing curriculum, instructional programs, and cultural sensitivity that provide students with rigorous and exciting learning experiences, and to comply with mandated requirements.
- Monitors budget allocations, expenditures, fund balances and related financial activities such as tutoring, transportation (e.g. budgets for foster youth service and homeless education programs, Associated Student Body, grants and projects, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Responds to inquiries, and complaints from internal and external parties (e.g. parents, students, teachers and officials from other school districts and agencies, general public, etc.) for the purpose of facilitating communication, identifying the relevant issues, and recommending or implementing a plan of action that will efficiently resolve the issue.
- Prepares a variety of written materials (e.g. master class schedules, reports, budgets, training materials, improvement plans, grants, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Represents the school within community forums and other groups for the purpose of soliciting support for identified supports groups, maintaining ongoing community support for educational goals and providing equitable learning opportunities for all students.
- Supervises certificated and classified staff at assigned location (e.g. interviewing, assigning, evaluating, supervising, coaching, handling misconduct issues, providing professional learning

opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, meeting school objectives, and providing a high quality foster youth educational program.

- Researches a variety of topics (e.g. grants, community service organizations, etc.) for the purpose of being knowledgeable on trends and changes and/or making recommendations.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS required include planning and managing projects; preparing and maintaining accurate records; analyzing budgets; analyzing data; conducting interviews; conducting meetings; counseling and mentoring employees; facilitating meetings; planning agendas/meetings; operating standard office equipment, including using a variety of software applications.

KNOWLEDGE required of current and research-based practices that lead to successful learning for foster youth in California's standards-based educational and accountability system; restorative justice practices and trauma informed principles and practices; current issues, legislation, regulations, and policies pertaining to foster youth in relation to educational rights and foster youth services, the juvenile justice system, group homes and foster family care; program development, administration and evaluation methods; related community agency organization, resources and services; local and statewide organizations addressing the educational issues and needs of foster youth.

ABILITY is required to work with a diversity of individuals and/or groups, including at-risk youth; to gather, collate, and/or classify data; to independently work with others in a wide variety of circumstances; and operate equipment using standardized methods. Independent problem solving is required to analyze issues and create action plans. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Working Environment**

Classroom environment and office setting. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed in a generally hazard free environment.

**Experience** Three years of experience administering and/or supervising school site programs (e.g., principal, vice principal, in school or county office) for foster youth preferred.

**Education** Masters degree in job-related area.

**Equivalency** Any combination of education and experience equivalent to possession of a master's degree and demonstrated successful experience in the development, implementation and

evaluation of successful educational programs, and supervising teaching and administrative staff.

Required Testing

N/A

Certificates

CA Administrative Services Credential

CA Teaching Credential

Valid CA Driver's License and Evidence of Insurability

Continuing Educ./Training

N/A

Clearances

Criminal Background Clearance

Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including TB Screen

FLSA State: Exempt

Salary Range: Certificated Management, Grade 48; 224 day work year.