

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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