

DIRECTOR OF LA's BEST

DEFINITION

Plans, supervises, and implements an after-school enrichment program (LA's BEST) as a partnership among the District, the City of Los Angeles, and the private sector; ensures that school programs meet all of the operational terms and requirements of the local, State and federal funders and the philosophical goals of LA's BEST Board of Directors; ensures the efficient operation of LA's BEST program sites; and facilitates communication and conflict resolution among school staff, LA's BEST staff, and other members of the school community.

TYPICAL DUTIES

- Advises and works cooperatively with the President and Chief Executive Officer (CEO) of LA's BEST, LA's BEST Board of Directors and LA's BEST Advisory Board in establishing programs and policies for LA's BEST after-school enrichment program for at-risk youths, and attends LA's BEST Board of Directors and standing committee meetings.
- Supervises the preparation of budgets for individual school sites participating in the enrichment program and monitoring of the income and expenditures of the sites, prepares and maintains fiscal control of the central administrative office budget and assists LA's BEST administrative staff in an annual financial audit.
- Implements the educational vision and goals of LA's BEST.
- Informs the President and CEO of issues, concerns, and needs of school sites.
- Develops procedures for keeping parents informed and involved in program activities and other matters affecting parent, student, and school relationships.
- Implements actions of the Board of Directors and the Office of the Mayor within the parameters of District policy and organizational structure to ensure that students are served and that the individual concerns of all partners are addressed.
- Works with the President and CEO and the Board of Directors to determine if a school site meets criteria to become part of the enrichment program.
- Develops, implements, and evaluates enrichment programs at school sites.
- Supervises activities related to enrichment and recreation, staff development, compliance with program standards and the terms and conditions of grants, and the preparation of State reports regarding the funding terms and conditions of grants.
- Assists a site principal in selecting a site coordinator of the enrichment program, and works with the site coordinator and interested site principals to select the other LA's BEST site staff members.
- Orients new employees, prepares or jointly prepares performance evaluations, and counsels employees.
- Reviews and approves time reports and resolves payroll problems.
- Reviews requisitions for supplies and equipment prepared by the school sites to ensure that they are age-appropriate for the youths in the enrichment program.
- Coordinates the dissemination of program and operational information to District offices, school sites, and the office of the LA's BEST President and CEO.
- Arranges or conducts site visitations for elected officials, celebrities, corporation representatives, dignitaries, and interested others.
- Prepares reports and memorandums.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of LA's BEST plans, supervises, and implements an after-school enrichment program (LA's BEST) which is a partnership among the District, the City of Los Angeles, and the private sector; ensures that the program meets all operational terms and requirements of local, State, and federal funders and the philosophical goals of the LA's BEST Board of Directors; and facilitates communication and conflict resolution among school staff, LA's BEST staff, and members of the school community.

The Operations Compliance Manager (LA's BEST) ensures that LA's BEST is in compliance with program standards and terms and conditions of grants, delineates and codifies duties and responsibilities of staff and operational systems and requirements, and supervises the monitoring of site budgets.

SUPERVISION

General supervision is received from a certificated administrator. General supervision is exercised over a Operations Compliance Manager (LA's BEST), a Staff Development Coordinator (LA's BEST), Senior Recreation Directors, and other administrative, program, and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Organization, activities, and key personnel of the District
- Enrichment activities in areas such as curriculum, performing arts, and recreation
- Age-appropriateness of activities for students
- Needs, problems, and attitudes of youth in low-income and multicultural communities
- Community or private agency resources
- Long-term goals of the enrichment program
- Budget preparation and control procedures
- Laws, rules, and regulations regarding the employment, assignment, and evaluation of personnel

Ability to:

- Work collaboratively and effectively with a variety of individuals
- Communicate effectively orally and in writing
- Deliver effective presentations before groups
- Work cooperatively with communications media, employees, students, private agencies, and the public, and lead others into working cooperatively to achieve goals
- Develop, implement, and coordinate enrichment programs
- Make decisions and solve problems under stressful conditions
- Supervise effectively
- Organize regional and city-wide events
- Train employees

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably including courses in recreation, physical education, sociology, social work, education, psychology, or related fields. Additional experience beyond that required may be substituted for the required education on a year-for-year basis.

Experience:

Four years of experience as an organizer, director, or supervisor in a continuing program of educational, recreational, athletic, or physical education activities; or in agencies or programs serving at-risk youths, including experience in managing and having administrative authority over a budget of at least four million dollars.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTE

1. Exempt from FLSA.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.