

ALISAL

PLEASE POST

UNION SCHOOL DISTRICT

MAY 22, 2025

Job Announcement

CLASSIFIED MANAGEMENT

THERE IS AN OPENING FOR THE 2024-2025 SCHOOL YEAR:

JOB ID 1104

MANAGER OF ALISAL FAMILY RESOURCE CENTERS (1 POSITION)

ASSIGNMENT: Educational Services Division
SALARY: Manager I or II – \$81, 933-\$128,258 Annually
Salary range based on experience and qualifications
WORK YEAR: 221 Days
APPLICATION DEADLINE: MONDAY, JUNE 16, 2025 BY 5:00 P.M.

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED AT THE TIME OF APPLICATION DEADLINE.

****PLEASE COMPLETE ONLINE APPLICATION AT <https://www.applitrack.com/alisal/onlineapp/> ****

PRIMARY FUNCTION: Oversees the day-to-day aspects of the Alisal Union School District Family Resource Centers, directly coordinates support services including: information and referral, dental/medical resources, parent support groups, early literacy family support programs, child welfare initiatives, parent literacy and education classes. Collaborates with partner services provided by other agencies or district departments. **DIRECTLY RESPONSIBLE TO:** Director or designee.

MAJOR DUTIES AND RESPONSIBILITIES: Oversees Centers operations, multiple program budgets, personnel, fund development, public relations, and grants management. Carries out all functions related to grants management: data collection for evaluation and other reporting requirements, data analysis and trend identification for improvement of outcomes, report-writing and responses to all granting agencies' requirements. Develops partners with local agencies (county, city, non-profit) in order to extend more diverse services to East Salinas families in the Alisal School District. Aligns and collaborates with the district's Educational Services Department and school site administration in order to deliver a coordinated set of services which support school readiness for academic success and parent/family engagement. Coordinates center-based co-located community partner staff and activities as well as school-site and other off-site community activities. Coordinates services provided at school site satellite centers that support school readiness for academic success and parent/family engagement. Attends district and community meetings as required and facilitates a variety of meetings. Provides leadership in the context of a focus on individual and family strengths, community advocacy, and community/family capacity building. Obtains grants, funding streams and shared resources with local, state and national agencies/departments. Supervises and evaluates classified staff at assigned family resource centers. Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment. **MINIMUM QUALIFICATIONS:** Ability to: Write grants and/or manage a grant-writing process. Write professional, clear and accurate letters, reports and documents for a variety of scenarios including project evaluations. Manage multiple tasks and projects with a positive attitude. Manage and supervise classified employees with a collaborative, team approach. Analyze complex situations accurately and lead an effective course of action, both at the administrative (or macro level) and at the client/person (or micro) level. Be flexible in the face of uncertainty and change. Provide overall management of the assigned Family Resource Center's programs including oversight for policy and procedure development. Work within a family strengths model. Work confidentially and exercise professional discretion and judgment. Utilize time management and organizational skills.

The District reserves the right to waive any requirements.

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JOB ANNOUNCEMENT**

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MINIMUM QUALIFICATIONS:

Ability to: Understand the collaborative process and work with a variety of persons for a common purpose. Demonstrate a personal commitment to improving the future of all members of the community. Provide strong organizational and leadership skills. Work cooperatively with the Family Resource Center and District staff, community partners, community members and other stakeholders coming from a wide range of perspectives and possess excellent interpersonal skills. Fluent Spanish

Knowledge of: Budgets, technology, spreadsheets, databases and other computer programs to facilitate management activities. Public and private community agencies serving East Salinas. Concepts of culture and sensitivity to cultural diversity and other social identities such as social class.

Education: A bachelor's degree from a recognized college or university.

Experience: Five years of successful management experience in a setting dealing with complex management activities in human services, educational, business services and/or other related settings. Successful experience in obtaining grant funding.

DESIRABLE QUALIFICATIONS:

Experience in or knowledge of communities similar to East Salinas including community strengths and challenges. Experiences with educational entities, county, city, and non-profit organizations.

PHYSICAL EFFORT/WORK ENVIRONMENT:

1. Minimal physical effort with periodic handling of light or medium weight parcels or supplies.
2. Employee may need to bend, squat, lift, push, pull, twist, and turn.
3. Employee must be able to see for the purposes of reading computer screens, manuals, labels and other printed matter.
4. Stand or sit for long period of time or work in confined spaces.
5. Indoors work environment.
6. Ability to provide own motor vehicle transportation.
7. Possession of a valid California driver's license and evidence of current insurance coverage.

TO APPLY:

Please complete online application at <https://www.applitrack.com/alisal/onlineapp/>

Documents required at the time of submission: Resume, Cover Letter, and 3 Reference Letters (professional reference letter must include letterhead, date, signature and not older than 18 months), copy of transcripts.

If you are not able to upload a document please email to maritza.salazar@alisal.org by the deadline.

IF YOU HAVE ANY QUESTIONS CONTACT:

Maritza Salazar, Administrative Assistant
(831)753-5700, EXT. 2024
maritza.salazar@alisal.org

NOTE: Alisal Union School District will require proof of U.S. Citizenship, alien registration or authorization to work in the U.S. before an applicant may be appointed to any District position. All appointees will be required to complete a designated form.

Alisal Union School District prohibits discrimination, harassment, intimidation, and bullying in all district programs, activities, and employment based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. For issues related to discrimination, harassment, intimidation, bullying and Title IX complaints, contact AUSD Assistant Superintendent of Human Resources, Mr. Arturo C. Duran, 155 Bardin Road, Salinas, Ca. Phone (831)753-5700.