



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	African-American Success Project Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Education Services	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS		WORK YEAR:	12 months/Calendar 2000
ACT CLASSIFICATION:	Exempt	HOURS:	8 hours per day or duty days/hours as assigned
APPROVED:		SALARY GRADE:	Schedule: 54
Commission Board			Range:

BASIC FUNCTION:

Develop, implement, coordinate, evaluate and research a myriad of programs in support of African-American students in grades 7 through 10 with a focus on reducing negative behaviors, improving law enforcement interaction, school engagement and graduation rates as well as cultivate livelihood for culturally specific coping skills in a system that shall provide intense support and mentoring for the targeted student demographic.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Design and develop a system within a system to ensure daily and intensive support of a cohort of African-American secondary students.
- Facilitate student affinity groups of 10-15 students; at least one at each secondary site during year one, to gather information, most notably student perspective, that will inform program design and build foundational relationships in the community.
- Improve collective impact by working directly with Educational Services, Site Administrators and existing service providers to improve the clarity of the roles, responsibilities, frequency and content of interaction between students in the cohorts and counselors, Restorative Justice and RTI personnel, Literacy coaches and Special Education Case Managers (when applicable).
- Work with Site staff and community members to highlight success stories of African American students and pinpoint the areas of growth within the process so as to not solely focus on student deficit
- Partner with Educational Services, Teacher Leaders, counselors, and classroom teachers to analyze and maintain continuous process improvement involving classroom management and culturally inclusive classroom climates utilizing actionable and specific instructional strategies and practices.
- Streamline and establish a concentrated network of community partners and services in order to have a network of supporters for student and families that can address specific referrals for academic or social or emotional challenges.
- Develop and schedule parent workshops along with parental participation opportunities across the district in partnership with the Office of Family Engagement and Equity.

- Conduct home visits with the purpose of engaging families and students on immediate and long-term academic goals.
- Make bi-monthly presentations to Ed Services Team and Cabinet to monitor progress and support of specific student cohorts.
- Supervise staff who support work directly with students and families
- Partner with Restorative Practices staff and intervention counselors to conduct community conferences and to develop and facilitate alternative supports and consequences for a wide variety of student need
- Work with teaching staff to improve culturally responsive classroom strategies

OTHER DUTIES:

Perform related duties as assigned.