

[? Help](#)**Job details**

Job 1 of 1

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)**Bulletin Number** 3138BR**Type of Recruitment** Open Competitive Job Opportunity**Department** Probation**Position Title** SENIOR PROBATION DIRECTOR (DIRECTOR OF SCHOOL SERVICES FOR YOUTH)**Exam Number** F8621G**Filing Type** Open Continuous**Filing Start Date** 01/30/2012**Salary Type** Monthly**Salary Minimum** 8293.73**Salary Maximum** 12583.23**Benefits Information****Non-Represented Employees**

- Cafeteria Benefit Plan • Defined Contribution Retirement Plan •
- Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous
- Vacation and Sick Leave Benefits • Flexible Work Schedules

The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees DO NOT pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocity agreements with other public retirement systems including the California Public Employees' Retirement System (CalPERS) and the State Teachers' Retirement System (STRS).

Megaflex Plan Benefits may be purchased from the Megaflex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% - 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the Megaflex Benefit Plan include medical, dental, disability, life, and AD&D insurances. (Not applicable to County employees currently in the Flexible Benefit Plan.)

Dependent Care and Health Care Reimbursement Accounts are also available.

Saving Plan (401K) Optional tax-deferred income plan that includes a County matching contribution up to 3% of employee's salary.

Deferred Compensation & Thrift Plan (457) Optional tax-deferred income plan that includes a County matching contribution up to 3% of employee's salary.

Leaves of Absence Up to 80 hours of non-elective leave per year with option to purchase more leave days up to 20 additional days.

Holidays 11 paid days per year.

Position/Program Information

Pursuant to a Board of Supervisors June 19, 2007 directive, the Probation Department, Los Angeles County Office of Education

(LACOE), and other key stakeholders are embarking on a comprehensive reform of educational programs and services in the County's juvenile halls and camps, which entails implementing 35 recommendations contained in a Comprehensive Educational Reform Report that were approved by the Board on October 14, 2008.

The Comprehensive Educational Reform Committee, as defined by the Board of Supervisors in their June 19, 2007 motion and as currently chaired by the LACOE Superintendent, will serve as an advisory body to the LACOE Superintendent during implementation of the recommendations and other projects.

The Probation Department needs to fill a Senior Probation Director position to function as the Departments' Director of School Services for Youth. This position will function as a senior staff advisor to the Chief Probation Officer or his/her designee on educational matters, including the implementation of additional vision and goals for the youth under the Department's supervision, ensuring their successful transition from these settings to the most appropriate schools in their communities, and serving as the Department's chief liaison in working with LACOE management and staff in implementing comprehensive educational reform in the juvenile halls and camps.

The selected candidate will also work with LACOE management to assist with the coordination between the Probation Department and LACOE on improvements being made in the educational program and other services provided in the camps, as well as in the juvenile halls under a Settlement Agreement with the United States Department of Justice, in an effort to achieve consistency across sites and to ensure implementation of all Probation Department education reform efforts.

This position will be responsible for the day-to-day implementation of Probation Department's tasks including those defined in an action plan, which involve the proposed duties described below.

Essential Job Functions

Assist the Chief Probation Officer and other senior management of the Probation Department in guiding the development and implementation of an action plan to carry out comprehensive educational reform in the juvenile halls and camps by working with:

- a. LACOE management and staff to redesign the educational curriculum for the juvenile halls and camps to make the best use of 300 classroom minutes per weekday as well as after school and weekend time to provide alternative educational pathways.
- b. Management and staff of Probation's Residential Treatment Services Bureau and LACOE to restructure camp and classroom schedules in order to integrate Evidence-Based Practices (EBP) treatment, educational services, and other activities.
- c. Management and staff of Probation's Management Services Bureau and LACOE to develop a master plan and capital budget for reconfiguration of classroom and other educational space to facilitate provision of four educational pathways.
- d. Management and staff of Probation's Information Services Bureau and LACOE to develop a multi-year plan and operating budget for acquisition and updates of computer hardware for classrooms in the juvenile halls and camps.

e. LACOE management and staff to ensure that there are adequate numbers of teaching, special education, assessment, counseling, and psychologist staff to meet the needs of youth in the juvenile halls and camps.

f. Management and staff of Probation's Quality Assurance Services Bureau and LACOE to develop EBP training standards for LACOE staff and educational service providers operating in the juvenile halls and camps.

g. LACOE management and staff to assist with development of 3-year financial plan of revenues and expenditures for educational services in the juvenile halls and camps.

Advise senior and middle management of the Probation Department in the development and implementation of educational alternatives to improve educational services in the juvenile halls and camps including:

- a. LACOE's revised approach to providing educational services in the juvenile halls and camps
- b. Neighborhood school(s) for youth returning from juvenile halls and camps
- c. One-stop center(s) for career technical educational / vocational education
- d. LACOE charter look-alike pilot school for juvenile girls at Camps Scott and Scudder

Advise the Chief Probation Officer, LACOE management and staff, and the Comprehensive Educational Reform Committee, or any subsets of its members, on key policy, financial, and operational matters pertaining to delivery of educational services in the juvenile halls and camps, and the transition of incarcerated youth to appropriate schools in their local communities.

Requirements

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.

SELECTION REQUIREMENTS: A Bachelor's degree from an accredited college or university* in education or a related human services field and five years of highly responsible** full-time experience supervising professional staff in the delivery of services to clients in an educational program, including administrative and programmatic responsibility for the day-to-day operations, program implementation, case management, policies and procedures, budget, training, and related administrative operations.

Physical Class

Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

Masters Degree or higher in Education Administration or a closely related field from an accredited college or university* (e.g., Liberal Studies, Speech, Communication, Reading/Language Arts, History, English)

Valid California Teaching and Administrative Credentials issued by the California Commission on Teacher Credentialing.

Significant experience in the administration and leadership of public, private, or charter school programs at the level of principal or higher, including curriculum design and delivery, administration of academic as well as career technical educational/vocational educational programs, personnel supervision and evaluation, and program evaluation.

Familiarity with juvenile court school programs and County Office of Education.

Familiarity with probation departments, juvenile detention and residential treatment facilities and programs.

Comprehensive knowledge and experience in dealing with learning rights issues and the courts.

Demonstrated expertise in school finance, fund raising, budget development and monitoring.

Demonstrated experience in educational facilities design or management.

Comprehensive knowledge and expertise in integrating the use of technology into the educational program.

Demonstrated knowledge in data collection and analysis.

Excellent interpersonal skills to interact effectively and maintain positive relationships with County department representatives, public officials, union representatives, and outside agencies.
Demonstrated experience in working with at-risk students particularly those with special needs.

**Special
Requirement
Information**

Candidate must upload any required documents as attachments during application submission. If you are unable to attach required documents, you may fax the document to (562) 401-2885 within five (5) days of filing online, or by the last day of filing. WHICHEVER COMES FIRST. Please include your name, the Exam Number, and Exam Title on the faxed documents.

Applicants must attach proof (original or photocopy) of official college transcripts or degree/certificate indicating field study with Registrar's signature and/or school seal to the application at the time of filing.

Highly responsible experience is defined as experience at the secondary school principal* level or higher in a public, private, or charter school setting.

***A principal or higher is defined as supervising and providing instructional administrative leadership to the professional staff and students at designated sites; plans, directs, assists, and supervises the work performed by subordinate teachers, clerical, and facilities staff; provides responsible and professional staff assistance in the

	supervision of the assigned educational program; assists in the coordination of transportation activities; and performs related duties as assigned.
Accreditation Information	*Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).
Examination Content	Each candidate will be evaluated on the basis of information submitted on the County Employment Application and Supplemental Application Form at the time of filing to determine the level and scope of the candidate's preparation for this position. The candidates with the highest qualifications as determined by the screening process will be invited to the interview weighted 100%. The interview will assess education, experience, personal fitness, and general knowledge and abilities to perform the duties of the position. Candidates must achieve a passing score of 70% or higher in the interview in order to be placed on the eligible register.
Special Information	Shift: Day: 8:00a.m. - 5:00p.m.
Vacancy Information	The resulting eligible register for this examination will be used to fill vacancies in the Probation Department's Executive or Juvenile Institutions Bureaus located in Los Angeles County.
Eligibility Information	The names of candidates receiving a passing score of 70% or higher in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. <i>NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.</i>
Available Shift	Day
Application and Filing Information	APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED. All applicants are required to submit a standard County of Los Angeles Employment Application online (via electronic submission) <u>ONLY</u>. Facsimile and hardcopy applications will not be accepted. Click on the link below to access the Supplemental Application Form: http://file.lacounty.gov/dhr/ehr/cms1_173556.doc Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. All information is subject to verification. We may reject your application at any time during the selection

process.

Applications can be completed and submitted online by clicking on the link above this bulletin that reads Apply to Job so you can track the status of your application online and receive notification of your progress by e-mail.

Applications electronically received after 5:00 p.m., PST on the last day of filing will not be accepted.

Note: If you are unable to attach required documents, you may fax them to (562) 401-2885 within five (5) business days of filing online. Please include exam number and exam title.

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

For candidates who may not have regular access to a computer or the internet, applications and supplemental application form can be completed on computers at public libraries throughout Los Angeles County.

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

The acceptance of your application depends on whether you have CLEARLY shown that you meet the REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience indicated in the DESIRABLE QUALIFICATIONS. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. All information and records are subject to verification. Applications may be rejected at any stage of the selection process.

FAILURE TO PROVIDE THE COMPLETE INFORMATION INCLUDING THE NAME(S) AND ADDRESS(ES) OF YOUR EMPLOYER(S); YOUR JOB TITLE(S); BEGINNING AND ENDING DATES; THE FUNCTIONS PERFORMED INCLUDING A DESCRIPTION OF YOUR ROLE, LEVEL OF INVOLVEMENT, INDEPENDENCE, AND INFORMATION ABOUT THE SIZE OF YOUR ORGANIZATION, COMPLEXITY AND LEVEL OF ACCOUNTABILITY RELATED TO YOUR EXPERIENCE MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name Hugo Vasquez

Department Contact Phone 562-940-2522

Department Contact Email Hugo.Vasquez@probation.lacounty.gov

ADA Coordinator Phone 562-940-3552

Teletype Phone 562-940-2711

California Relay Services Phone 562-940-2711

Job Field Legal and Justice System

Job Type Professional

[Apply to job](#)

[Send to friend](#)

[Save to cart](#)

[View similar jobs](#)