

DIRECTOR, STUDENT SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Educational Services, plan, organize, and direct the District's Student Services department including Child Welfare and Attendance, PBIS, Homeless and Foster Youth, community relations, dropout prevention and recovery; conduct and supervise various discipline and attendance hearings; receive, respond to and investigate district level complaints; supervise and evaluate the performance of assigned staff.

ESSENTIAL JOB FUNCTIONS:

Plan, organize, and direct the District's Student Services department including Child Welfare and Attendance; receive and respond to uniform complaint procedures (UCP) and process discipline appeals.

Supervise and evaluate the performance of assigned staff; interview and select employees; make recommendations or recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

Monitor and evaluate high school credit data to target students and assist in processing referrals to alternative and credit recovery programs.

Review and process referrals to alternative schools; process inter-District and intra-District transfers; serve on the District attendance transfer committee.

Oversee the preparation and maintenance of a variety of narrative and statistical reports, records and data related to Student Services; prepare CBEDS, ADA, in class attendance, expulsion and suspension, County, State and District mandated reports, high school graduation requirements.

Manage the McKinney-Vento homeless education grant application; oversee Homeless and Foster Youth data, graduation requirements, services and monitoring of academic progress.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding administrative functions; assist as needed in the formulation and development of policies, procedures and programs.

Present expulsion recommendations and re-entry during closed session of Board meetings; review reports prior to Board meetings and conduct presentations during open sessions.

Assist in coordinating a variety of other administrative assignments including athletics (policies/procedures), residency verification, boundary lines formations, choice applications, and open enrollment.

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Develop and prepare of the annual preliminary budget for Student Services department; authorize expenditures in accordance with established limitations for grant funds.

Conduct a plan of rehabilitations review on each expulsion and placement case; review site level behavior contracts.

Assist in the communication with other administrators, District personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operate a variety of office equipment, a computer and assigned software; drive a car to conduct work at various sites observe safety and respond to discipline-related matters.

Design, implement and provide staff professional development and family/community engagement trainings.

Attend a variety of meetings to maintain current knowledge of legislation and requirements; conduct and facilitate meetings including transfer pre-meetings and meetings to alternative sites; serve on various District committees.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

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Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, organize, control and direct the District's Student Services department.

Conduct, supervise, review and answer questions related to various discipline and attendance hearings.

Process referrals and transfers according to established procedures.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Conflict resolution techniques.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to Student Services.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

Ability to work at a desk and in meetings of various configurations.

Ability to read printed matter and computer screens.

Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to understand speech at normal levels.

Ability to bend, twist, stoop and reach.

Ability to drive a personal vehicle to conduct business.

EDUCATION AND EXPERIENCE:

Professional:

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ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

HAZARDS:

Exposure to dissatisfied or abusive individuals.