

**DEAN OF STUDENT SERVICES**

**BASIC FUNCTION**

Under direction of the Principal, plan, coordinate, and serve as administrator-in-charge for various student service programs; coordinate and administer referrals to Student Assistance Services; chair and coordinate the school's Student Study Team; coordinate the development of students' Individualized Educational Plans (IEPs); coordinate and direct the development of students' 504 plans; coordinate all student assessment; assist with the direction and evaluation of related classified positions.

**REPRESENTATIVE DUTIES**

1. Plan, coordinate and direct referrals to Student Assistance Services.
2. Coordinate and administer the development of 504 assistance plans.
3. Coordinate Special Education programs at the site.
4. Coordinate all student assessment.
5. Prepare and maintain a variety of records and reports for assigned programs and responsibilities, including SAS records.
6. Assist administration with supervision of students at school and at school-related activities.
7. Assist the Principal in completing and conducting performance appraisals for various classified personnel.
8. Protect confidential information and provide data in accordance with District policies and procedures.
9. Assist students with crisis counseling as needed.
10. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

1. Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.
2. Policies and objectives of assigned programs and activities.

3. Applicable sections of the State Education Code and other applicable laws.
4. District organization, operations, policies and objectives.
5. Laws, rules and regulations related to assigned activities.
6. Interpersonal skills, including tact, patience and courtesy.
7. Oral and written communication skills.
8. Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability To:

1. Coordinate and administer referrals to Student Assistance Services.
2. Organize, present and communicate ideas and recommendations effectively in oral and written form.
3. Meet State standards for physical and mental health.
4. Establish and maintain cooperative and effective working relationships with others, including certificated and classified employees, parents, and students.
5. Meet schedules and timelines.
6. Maintain records and prepare reports.
7. Plan, organize, prioritize and schedule work.
8. Assign and review the work of others.
9. Train and provide work direction to others.
10. Maintain current knowledge of program rules, regulations, requirements and restrictions.
11. Read, interpret, apply and explain rules, regulations, policies and procedures.
12. Complete work with many interruptions.
13. Analyze situations accurately and adopt an effective course of action, under general direction of the principal.

14. In assigned areas of responsibility, work independently with little direction.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to:

- A. Master's degree including or supplemented by course work required for Pupil Personnel Services Credential responsibilities and three years counseling and/or classroom teaching experience.

Licenses and Other Requirements:

- A. Valid Pupil Personnel Services Credential

**WORKING CONDITIONS**

Environment:

- A. Office/school environment
- B. Frequent interruptions
- C. Driving a vehicle to conduct work (possibly more than one school site)
- D. Occasional evening hours.

Physical Demands:

- A. Hearing and speaking to exchange information and make presentations.
- B. Seeing to monitor students and to read a variety of materials.
- C. Dexterity of hands and fingers to operate a computer and other standard office equipment.
- D. Sitting or standing for extended periods of time.
- E. Bending at the waist, kneeling or crouching.
- F. Walking to supervise events and activities.

Hazards:

- A. Contact with dissatisfied or abusive individuals.