

## **DIRECTOR OF PUPIL SERVICES**

### **DEFINITION**

Under direction of the Deputy Superintendent, the Director of Pupil Services supports the educational programs of the District by leading, directing and managing student enrollment, student discipline, District suspension/expulsion process, Student Records and Child Welfare and Attendance procedures, District athletic programs, and Title IX compliance.

### **EXAMPLES OF DUTIES**

1. Develop, manage and implement policies and procedures pertaining to student services, student placement, foster and homeless students, discipline processes, student expulsion and readmission, child welfare and attendance, and Title IX ensuring compliance with all state and federal laws and regulations.
2. Manage and implement policies and procedures related to inter-District and intra-District transfers, including High School selection.
3. Oversees and advises administrators on Title IX compliance, investigations and procedures.
4. Serves as the District coordinator of athletics, monitors athletic programs/services to ensure stated outcomes are achieved, acts as liaison between the site principals/athletic directors to the CIF.
5. Serves as the Custodian of Records for the District in matters related to registration, records and transcripts.
6. Develops plans, programs and resource materials to reduce suspension and expulsion rates of students, establishing effective behavioral intervention guidance and training (i.e. restorative practices).
7. Directs the maintenance of services and the implementation of new programs and/or processes for the purpose of increasing awareness and reducing the frequency and complications of chemical dependency (i.e. drugs, alcohol, tobacco, vaping).
8. Evaluates programs and/or projects (e.g. district's Child Welfare and Attendance programs, Digital Citizenship, policies and regulations, etc.) for the purpose of carrying out and achieving objectives within area of responsibility.
9. Facilitates meetings, workshops, seminars, etc. (e.g. Informal Hearings, School Attendance Review Board (SARB) meetings, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
10. Manage responses to incidents of habitual truancy and/or unlawful withdrawal from school.
11. Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
12. Participates in meetings, workshops and seminars (e.g. training, orientation, regional committees, board meetings, and conferences, etc.) for the purpose of conveying and/or gathering information required to perform functions.

13. Direct, supervise, observe, assess, and evaluate staff performance ensuring all levels of staff adhere to District, state and federal educational and professional standards.
14. Researches a variety of topics (e.g. current practices, instructional materials, methods, curriculum guidelines, funding options and grant applications., etc.) for the purpose of developing new programs and/or master plans.

#### **OTHER FUNCTIONS**

1. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **QUALIFICATIONS:**

##### **Knowledge of:**

Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques, record-keeping and report preparation.

##### **Ability to:**

Direct, manage and lead the functions and activities of a comprehensive student resources and attendance and welfare program; demonstrate effective organizational and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise and evaluate subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; maintain awareness of community resources available to assist students; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; monitor and/or develop programs or mechanisms to improve organizational efficiency.

**Working Environment:** The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** A minimum of three years, within the last five years, of experience in school district administration or in organizations related to education (i.e. institutions of higher learning). Background and knowledge of educational student support services, counseling and

**Board Approved:** *pending*

guidance, prevention programs, truancy prevention, health services, student transfer processes, discipline processes, and related parent education programs desirable.

**Education:** Master's degree in educational leadership or related to the job field.

**Certification Requirement:** California Administrative Services Credential/or Certification of Eligibility for Administrative Credential (required)

California Pupil Services Credential or Teaching Credential (required)

Valid California Driver's License

Board Approved: 06/18/2020

**Board Approved:** *pending*