

CERTIFICATED

DIRECTOR OF SCHOOL AND STUDENT SERVICES

MANAGEMENT POSITION

PRIMARY FUNCTIONS:

The Director of School and Student Services provides leadership, recommendations and assistance to District administration and staff in the development, implementation and evaluation of all student support services; oversees and ensures District-wide compliance and fiscal accountability of above programs.

Responsibilities include, but are not limited to, oversight of conflict resolution programs, substance abuse prevention, and the overall progress of at-risk students. This position is a member of our administrative team and reports director to Associate Superintendent of Administrative Services.

Directly Responsible to: Associate Superintendent of Administrative Services

QUALIFICATIONS

1. **EDUCATION**
 - a. Advanced degree
 - b. Appropriate California Administrative Services Credential
 - c. California Special Education Credential (preferred)
2. **EXPERIENCE**

At least three years of successful related experience in Administrative Services, Student Services and/or Special Education Services

APPOINTMENT

The superintendent shall recommend a candidate to the Board of Trustees for appointment

OPERATIONAL RESPONSIBILITIES

1. Prepares all Student Services budgets, monitors costs, approved purchase orders and makes budget revisions as necessary and oversees day-to-day operation of the Student Services Department
2. Provides direction for school administrators, counselors and school social workers to address the needs of students in crisis
3. Administers oversight and coordinator of 504 plans in collaboration with school counselors and teaching staff. Ensures District-wide compliance with all State and Federal laws pertaining to Section 504 of the Rehabilitation Act of 1973

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4. Supervises and directs the schools' comprehensive counseling program
5. Monitors student attendance patterns with an emphasis on early intervention and support
6. Supervises District Nurse and Health Technicians
7. Oversees the administration of home and hospital instruction services
8. Supervises Homeless Liaison and Child Welfare and Attendance Programs and personnel
9. Assists the school site principal in improving instruction for at-risk students
10. Ensures compliance with federal, state and local policies and procedures
11. Serves as administrator for and maintains student records, except special education records
12. Responds to subpoenas for student records
13. Assists in program staffing and program evaluation to ensure student needs are being met in a consistent and effective manner
14. Explores and develops grants and other funding to expand options for students
15. Assists with and/or provides the supervision and evaluation of certificated and classified staff in the Student Services Department
16. Develops, directs and updates district policies as needed
17. Assumes other duties as assigned by the Associate Superintendent or Superintendent