



SENIOR DIRECTOR, STUDENT SERVICES

Primary Function

Under the supervision of the Assistant Superintendent, Educational Services, the Senior Director, Student Services, supervises the District's Student Services Department, including Special Education, Child Welfare and Attendance, Health Services, and Student Records.

Duties and Responsibilities

Assumes responsibility for working with other management personnel to develop and/or revise district policies and procedures aligned with the Education Codes for maintenance of quality and effective child welfare attendance, special education student records, and health services;

Directs activities to support programs of student attendance and discipline; confers with teachers, students, parents, and health and guidance staff concerning student needs;

Monitors and supervises special education health services, discipline and attendance in K-12 schools in conjunction with staff to ensure inclusiveness, effectiveness, and appropriateness of student placement and support;

Supervises general management of all attendance, guidance, special education, health and student services;

Provides leadership in safe school and violence prevention program activities and services;

Directs the implementation of federal, state, and District laws, regulations, and policies and procedures pertaining to attendance, guidance, and alternative education and assists them to achieve compliance;

Implements the District's comprehensive recruitment and retention and evaluation program for department certificated and classified personnel;

Supervises procedures for referral of students to county and state programs and institutions;

Provides professional development activities for certificated and classified staff in specialized areas;

Represents the District as a voting member of the special education program council and serves as liaison with other special education agencies;

Directs the organization, administration, and supervision of the Individualized Education Program process;

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Establishes, distributes, and expends within budgetary restrictions, financial resources under his/her assigned classifications;

Selects, assigns, inservices, and evaluates all assigned personnel;

Assists in establishing and coordinating community resources including the development and implementation of interagency agreements which may provide support to students whose special problems are affecting school adjustment;

Serves as District custodian of records and directs procedures for the development, maintenance, and destruction of records containing personal information about students;

Designs, develops, and directs District procedures for conducting psychological studies;

Assists the supervisor in carrying out other duties and responsibilities as directed;

Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations;

Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment;

Evaluates certificated and classified personnel.

Education and Experience

- Possession of a valid California preliminary or professional clear multiple or single subject teaching credential authorizing service as an elementary or secondary teacher and/or a clear Pupil Personnel Services credential;
- Possession and maintenance of a valid California administrative credential authorizing service as an administrator;
- Master's Degree from an accredited institution of higher learning, preferably in administration or a closely related field;
- Three or more years of successful teaching or counseling experience;
- Experience as a school principal is desirable.

Knowledge, Skills and Abilities

Knowledge of:

- Principles, practices, trends, goals, and objectives of public education;
- Philosophical, educational, fiscal, and legal aspects affecting the Student Services Department, including Special Education, Child Welfare and Attendance, Health Services, and Student Records;
- Organization, management, planning, and evaluation strategies, techniques, and procedures; research and development strategies, policies and techniques;
- District organization, operations, policies, and objectives;
- Current applicable laws, regulations, codes, policies and procedures;
- Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

Ability to:

- Plan, organize, coordinate, and direct the District Student Services programs, including Special Education, Child Welfare and Attendance, Health Services, and Student Records.
- Plan, organize, develop and implement budget planning, and expenditure control processes, and procedures;
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective;
- Evaluate and analyze complex problems, issues and concerns, recommend appropriate alternative solutions and make effective and timely decisions;
- Establish and maintain cooperative organizational, public, and educational community relationships;
- Interpret, apply, and explain rules, regulations, policies, and procedures;
- Supervise the performance of assigned staff;
- Demonstrate effective communication skills both orally and in writing.