

TRACY PUBLIC SCHOOLS JOB DESCRIPTION

POSITION TITLE: Director of Student Services and Curriculum

DEPARTMENT: Educational Services

POSITION SUMMARY: The Director of Student Services and Curriculum under the direction of the Associate Superintendent of Educational Services, provides leadership and supervision of the Student Services program, including but not limited to, school attendance, discipline, alcohol and drug abuse prevention and treatment and health services and to K-12 curriculum and instructional programs.

ESSENTIAL FUNCTIONS:

1. Develops, coordinates and supervises District student attendance.
2. Develops discipline programs and services.
3. Provides direction for Health Services and Prevention Services.
4. Interprets and applies laws, rules and District policies relating to Student Services.
5. Develops, recommends and implements policies and procedures regarding attendance, discipline, student progress, student records, and other child welfare and safety issues.
6. Prepares reports and information for the Associate Superintendent for Educational Services and various state and federal agencies.
7. Supervises and coordinates the placement of students and acts on all inter-district and intra-district transfer requests.
8. Serves as the Chairperson of the District Discipline Review Board and presents Findings of Fact to the Board(s) for their review regarding recommended expulsions, and applications for reinstatement.
9. Hears parent complaints and processes appeals with respect to student discipline, student progress, and placement.
10. Assists the Associate Superintendent for Education Services in preparation of long-range planning on the basis of enrollment projections.
11. Serves as the Chairperson for the District School Safety Task Force.
12. Processes and investigates sexual harassment complaints regarding students.
13. Supervises child abuse reporting by District employees as required by law.
14. Writes grants and develops curriculum with respect to established District priorities, giving special emphasis to alternative educational programs and services.
15. Develops, coordinates, implements and supervises summer school.
16. Supervises and coordinates various alternative educational programs and services.
17. Assists in the determination of the educational needs and goals of the community and the school district.
18. Assists with the development of K-12 curriculum including coordination of the District Curriculum Committees.
19. Assists the Associate Superintendent of Educational Services with the establishment of standards of achievement.
20. Coordinates and provides the necessary in-service to implement targeted programs.
21. Maintains prompt and regular attendance in the workplace.
22. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE: Ability to provide and carry out oral and written directions in English, to read and speak at a level sufficient to fulfill the duties described. Masters Degree and valid Administrative Services credential are required; Doctorate preferred. A Pupil Personnel Services Credential is desirable. Demonstrated successful experience as a

school or district administrator with experience in developing and implementing education programs for students in K-12, child welfare and attendance, and school budgeting. Possession of an appropriate California driver's license; have willingness and ability to travel throughout the District.

SKILLS AND QUALIFICATIONS:

1. Knowledge of curriculum development and implementation for K-12 educational programs.
2. Knowledge of current trends in education.
3. Knowledge of business and management principles involved in strategic planning, resource allocation, human resource modeling and leadership technique.
4. Knowledge of operating policies, rules and procedures of the school district.
5. Ability to manage educational institutions.
6. Ability to maintain cooperative working relationships with those contacted in the course of work.
7. Ability to communicate effectively, both orally and in writing.
8. Ability to prepare comprehensive reports.
9. Ability to select and manage classified staff with skills and abilities that match District and school needs and enhance program effectiveness.
10. Ability to apply quality management tools to organizational data and make process improvement changes.
11. Strong interpersonal skills.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time.
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 25 lbs. at shoulder height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District and site staff, and the public.

SALARY: Leadership/Management Salary Range 58

DAYS OF SERVICE: 225 days

Board Approved: TUSD 9/28/94
Revised: TUSD 1/23/07, 6/13/17