



## DIRECTOR STUDENT SUPPORT SERVICES

Revised: 03/15/17

### **BRIEF DESCRIPTION OF POSITION:**

The Director of Student Support Services, under the supervision of the Assistant Superintendent Educational Services, directs the planning, organization, development, and monitoring of programs and projects related to but not limited to: school culture, behavioral interventions, social and emotional support, expelled youth, and youth in crisis. Directs programs and interventions that support mastery of the California Standards, high school graduation, and a path to college and career readiness for ALL students, including students identified as English Learners, Foster Youth, Homeless Youth, Migrant Youth, Students with Disabilities, and Economically Disadvantaged Youth. Provides support and oversight for expulsions and alternative school and program placements. Insures compliance with Federal and State pupil services laws regarding student attendance, student discipline, and student due process rights. Provides support and oversight for the District's intra/inter-district transfer process.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Provides oversight and support for the implementation of State Board of Education adopted California Standards and the California Assessment of Student Performance and Progress. **E**
2. Directs the planning, organization, development and monitoring of programs and projects related to, but not limited to: school culture, behavioral interventions, social and emotional support, expelled youth, and youth in crisis. **E**
3. Provides support and oversight for expulsions and alternative placements. Insures compliance with Federal and State pupil services law regarding student attendance, student discipline, and student due process rights. Interprets such laws, policies and rules to administrators, teachers, parents, students and community members. **E**
4. Meets with students and parents to provide alternative school and educational options program information. **E**
5. Collaborates with families to respond to diverse student needs and mobilize resources that support student success. **E**
6. Provides support and oversight for the District's intra/inter-district transfer process. **E**
7. Provides professional learning and support for the development of Site Safety Plans. **E**
8. Provides oversight and support for the District's High School Equivalency Diploma program. **E**
9. Provides support and oversight for the District's teen parent program. **E**
10. Provides support and oversight for on campus District health services. **E**
11. Provides support and oversight of the California Healthy Kids Survey. **E**
12. Provides support, oversight, and compliance monitoring for the Tobacco Use and Prevention Education Program. **E**
13. Provides support, oversight, and compliance monitoring for grant funded student services programs. **E**
14. Prepares and provides presentations related to student services including but not limited to: attendance rates, drop-out rates, graduation rates, and law enforcement partnerships. **E**
15. Represents the District in meetings with county and community agencies related to student support services including but not limited to: behavioral health, probation, child protective services, public health services, juvenile alternatives to detention, and local military organizations. **E**
16. Provides support and oversight for the District's McKinney/Vento Homeless & AB 490 Foster Education programs. **E**
17. Provides support and oversight for District Activities Directors and Associated Student Body representatives. **E**
18. Prepares and annually updates the District Parent Information Handbook. **E**
19. Provides oversight and support for community input on the District's student services programs, in support of the annual update to the Local Control Accountability Plan. **E**
20. Performs other duties as assigned. **E**

### **KNOWLEDGE AND ABILITIES:**

- Ability to communicate effectively
- Interpret policy, procedures and data.
- Maintain emotional control under stress.

**PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

- Frequent district-wide and occasional statewide travel.
- Occasional prolonged and irregular hours.
- Infrequent heavy lifting.

**REQUIREMENTS:**

**WORK YEAR:** Certificated Management Work Year; 223 days  
**CREDENTIAL:** Current valid Teaching or Pupil Personnel Services Credential or other Support Services Credential; and Current Administrative Credential  
**EDUCATION:** Master's degree in education or related field from an accredited college or university (preferred)  
**EXPERIENCE:** Three years successful experience as a certificated teacher or counselor or in other certificated support credential service (required);  
Successful experience as a school site administrator (preferred);  
Extensive experience working with diverse student populations;  
Extensive experience with intervention programs for students (preferred);  
Experience collaborating with county and community agencies (preferred)  
**OTHER:** Bilingual in Spanish (strongly preferred)  
Knowledge of Mixteco, Tagalog, and other world languages (preferred)  
**SALARY:** Certificated Management Salary Schedule  
**BENEFITS:** Medical (employee contribution), 100% dental, vision and life insurance + Car Allowance + Doctoral Stipend (for a verified earned doctorate)