

JOB DESCRIPTION
San Diego County Office of Education

Director, Student Attendance, Safety, and Well Being

Purpose Statement

The job of Director, Student Attendance, Safety, and Well Being, is done for the purpose/s of directing pupil services(i.e. student attendance, safety & well-being) programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

Essential Functions

- Analyzes data (e.g. attendance, discipline, inter-district transfers, dropouts, crime reports, etc.) for the purpose of ensuring programs are being established to address these areas of concern.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, parent concerns, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a variety of sources (e.g. student records, mental health, private school affidavits, student resident information, etc.) for the purpose of developing and /or evaluating programs and/or complying with financial, legal and/or administrative requirements.
- Coordinates operations among district schools (e.g. school safety team, staff meetings, coaching sessions, etc.) for the purpose of ensuring district objectives are achieved and resources are effectively utilized.
- Develops plans, programs and resource materials (e.g. processes, proposals, five year plan for serving expelled students and handbooks, annual notification forms, school violence prevention, intervention and crime reports, etc.) for the purpose of increasing awareness and reducing the frequency and complications of chemical dependency and addressing school/community needs.
- Directs the safety operations; the maintenance of services and the implementation of new programs and/or processes (e.g. substance abuse and violence prevention efforts, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Evaluates programs and/or projects (e.g. districts Child Welfare and Attendance programs, policies and regulations, etc.) for the purpose of carrying out and achieving objectives within area of responsibility.
- 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.
- Manages a wide variety of program components (e.g. Student Support Services team, administrators meetings, etc.) for the purpose of delivering services which conform to regulatory requirements and established guidelines.
- 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.

- 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.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- 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

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records; classifying data and/or information; conducting interviews; conducting meetings; counseling and mentoring employees; enforcing rules and regulations; facilitating meetings; using pertinent software applications.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; instructional procedures and practices; age appropriate student activities; and stages of child development/ behavior; business telephone etiquette; codes/laws/rules/regulations/policies; grammar, spelling and punctuation; knowledge of community resources; office application software; practices of personnel administration; practicing cultural competency while working collaboratively with diverse groups and individuals; safety practices and procedures; school safety and security practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

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: Job related experience with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing

Certificates

Administrators Credential
Driver's License & Evidence of
Insurability
PPS Credential

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance
Drug Test
Proof of physical examination including TB
Screen

FLSA Status: Exempt

Salary Range: Certificated Management Grade 50

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