

Supervisor III, Student Support & Family Involvement Services

Purpose Statement

The Supervisor III, Student Support & Family Involvement Services designs, plans, develops, implements, evaluates, and maintains individualized student learning plans and support programs and services for all Juvenile Court and Community School (JCCS) students to improve post-secondary options, and facilitates services to JCCS families to create effective supports to improve student outcomes and opportunities.

Essential Functions

- Collaborates with internal and external personnel, including other administrators, auditors, public agencies, community members, and public defenders for the purpose of implementing and/or maintaining services and programs for JCCS students, parents, and families.
- Collaborates with the JCCS senior leadership to plan, design, implement, and manage programs for all students for the purpose of ensuring a coordinated court and community effort for admissions, placement, exit, and transition process for students.
- Designs, plans, selects, and implements transition plans and protocols to support student transition in response to state legislation requirements for court school implementation (AB2276); coordinates and facilitates trainings, workshops, and seminars to facilitate implementation for staff, school districts, and partner agencies.
- Designs, plans, selects, and implements college, career, and citizenship readiness experiences, including workshops, internships, field experiences, volunteer opportunities, concurrent college enrollment, financial aid and scholarship completion; coordinates and facilitates trainings, workshops, and seminars to facilitate implementation for staff, students, and parents.
- Coordinates activities with a variety of outside services agencies, school sites, etc. for the purpose of providing referrals and supports for JCCS families and/or students.
- Designs and implements learning opportunities for parents and staff for the purpose of enhancing home-school communication and collaboration.
- Serves on a variety of committees (School Site Council, District English Learners Advisory Committee, District Parent Advisory Council, JCCS Leadership Team, etc.) for the purpose of assisting and/or presenting up-to-date information regarding student support and family involvement Programs for JCCS students.
- Compiles data from a variety of sources (student information system, CALPADS, college readiness, parent surveys, etc.) for the purpose of developing and /or evaluating programs and/or complying with financial, legal, and/or administrative requirements.
- Coordinates student supports through Personalized Learning Plans (PLP) for the purpose of ensuring district objectives are achieved and resources are effectively utilized to ensure high school completion and post-secondary options; evaluates programs and/or projects, including University of California requirements, online learning, and credit recovery, for the purpose of providing effective and compliant services that support student learning objectives.
- Leads team operations, and performs personnel functions (interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

- Participates in and/or facilitates meetings, workshops, and seminars for the purpose of conveying and/or gathering information, identifying issues, developing recommendations, supporting other staff, and serving as a district representative.
- Compiles and analyzes data and prepares reports to monitor the effectiveness of programs and services, and recommends program enhancements and changes to improve student outcomes and opportunities.
- Researches and responds to all inquiries for the purpose of providing information on student support and family involvement services for JCCS students.
- Trains support staff on programs, services, technology, and proper procedures for the purpose of managing and improving individual student learning plans and family involvement.

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, technical tasks with a potential need to 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 utilizing pertinent software; planning and managing projects; resolving conflicts and diffusing hostile interchanges; and preparing and maintaining accurate records; analyzing data; classifying data and/or information.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; office application software; practicing cultural competency while working collaboratively with diverse groups and individuals.

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

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be 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, some stooping, kneeling, crouching, and/or crawling, and significant fine-finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Five (5) years of increasingly responsible experience involving direct work with student and/or family involvement programs and support, including at least two (2) years of supervisory experience.

Education: Bachelor’s degree in Psychology, Communication, Education, or related field.

Equivalency: A combination of education and experience equivalent to a Bachelor’s degree in Psychology, Communication, Education, or related field, and five (5) years of increasingly responsible experience involving direct work with student and/or family involvement programs and support, including at least two (2) years of supervisory experience.

Required Testing

N/A

Certificates

Valid CA Driver’s License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Proof of physical examination including TB Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 038

Established: 06/2019

Revised: N/A

Approved by Personnel Commission: _____ June 19, 2019 _____