



Director of Student Support Services & Enrollment

Initial Date: May 3, 2016
Board Approval: May 3, 2016
Revision Date: June 3, 2022

Schedule: Certificated Director
(MHELA Salary Schedule)

**Reports to Assistant Superintendent of
Educational Services**

GENERAL DESCRIPTION: Under the direction of the Assistant Superintendent of Educational Services and working closely and cooperatively with other District administrators as a team member of the District management group, the Director of Student Support Services & Enrollment is responsible for the support, implementation and evaluation of the District's progressive discipline process, child welfare and attendance programs, intervention programs, alternative schools, community collaboration, serving as liaison in processing parent complaints, and coordinating with appropriate public and private agencies. Responsible for the enrollment process and procedures and CalPADS data reporting for the district, providing specialized technical work and training involving student information system (SIS), data extraction and analysis, and program evaluation.

REPRESENTATIVE DUTIES:

- Works with appropriate school personnel to design and implement appropriate intervention strategies at the site-level for behaviorally at-risk students
- Develops and monitors district wide comprehensive safe school plans
- Coordinates the campus security program, including gang intervention strategies and other collaborative relationships with the Morgan Hill and San Jose Police Departments and County Sheriffs Office
- Oversees the School Attendance Review Board process
- Serves as Hearing Officer in the expulsion process
- Implements enrollment policies and procedures, including, but not limited to, coordinating choice placement and inter-district transfer process, ensuring adherence to federal and state mandates
- Responsible for communications with the public and school staff regarding enrollment procedures and timelines
- Coordinates district programs with alternative schools and programs to meet the needs of students with exceptional needs
- Oversees the process for home visits or other recognized methods to verify absence in cooperation with CARE team and school site personnel
- Oversees process on absentee referrals from schools and determines reasons for absenteeism
- Works with principals, teachers and other district employees to solve problems related to tardiness or absenteeism
- Establishes a system of maintaining discipline and intervention records within the SIS and trains site personnel
- Assists principals in planning innovative programs aimed at keeping students in school
- Oversees Safe and Drug Free Schools Program and services and Drug and Tobacco Education
- Oversees specialized instructional programs related to attendance and the need for short-term alternatives, such as home & hospital and short-term independent study
- Oversees the the data team who assists with instructional programs using technology, software, and online programs
- Supervises contractual relationships with outside agencies providing services to MHUSD students at school sites including counseling services, drug and alcohol prevention services, youth task force involvement and suicide prevention
- Coordinates the academic and intervention counseling services district-wide
- Oversees the CARE team and serves as District liaison for homeless education and foster youth
- Develops methods of disseminating information regarding the importance of regular school attendance and laws relating to families and children for the use of parents, pupils and school staff
- Maintains effective working relationships with various public and private agencies involved in social services and/or law enforcement
- Oversees the data team and the timely and accurate data reporting for CalPADS

- Provides specialized training for site personnel involving student information system (SIS), and data extraction and analysis
- Represents the District on other decision-making bodies when appropriate
- Reports directly to the Assistant Superintendent of Educational Services regarding the progress toward established yearly goals
- Performs other tasks and functions as are assigned by the Superintendent and/or Assistant Superintendent, Educational Services

WORKING CONDITIONS:

ENVIRONMENTAL CONDITIONS:

- Indoor and outdoor environments
- Direct contact with staff, students, district staff and the public

PHYSICAL DEMANDS:

- Sit for extended periods of time.
- Enter data into computer, operate standard office equipment
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone.
- Speak so that others may understand at normal levels and on the telephone.
- Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
- Moderate to high levels of stress

EDUCATION AND EXPERIENCE:

- Hold Master's or a Doctorate degree from an accredited university.
- At least five years' successful experience as site and/or district level administrator.

LICENSES AND OTHER REQUIREMENTS:

- Holds Administrative Services credential issued by the California Commission on Teacher Credentialing.
- California Teaching Credential.

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.