

JOB DESCRIPTION
San Diego County Office of Education

Director, Safety, Well Being and Student Engagement

Purpose Statement

The Director, Safety, Well Being and Student Engagement, is responsible for directing pupil services (i.e. student attendance and safety) 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; providing operational and instructional support for San Diego County's small school district superintendents, and serving as a member of the leadership team.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

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.

- Serves as the designee of the County Superintendent and County Board of Education in responding to requests for appeal to the county board on the refusal of a school district to approve an interdistrict transfer request, and on district governing board actions to expel.
- Provides ***operational and instructional*** support and serves as point of contact for the San Diego County's small school district superintendents.
- Manages a wide variety of program components (e.g. district administrators meetings, partnerships with local government and community based organizations, 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, workshops, materials, 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

Knowledge and Abilities

KNOWLEDGE:

To review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions;

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;

Stages of child development/ behavior;

Knowledge of community resources;

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:

Required to schedule a number of activities, meetings, and/or events;
 Routinely gather, collate, and/or classify data;
 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;
 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;
 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;
 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.

Working Environment

ENVIRONMENT:

Duties are typically performed in an office setting.
 May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

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 sitting, walking, and standing. This job is performed in a generally clean and
 healthy environment. All requirements are subject to possible modification to reasonably accommodate
 individuals with a disability.

Education and Experience

Experience: Five (5) years of job related experience in student support services with increasing levels
 of responsibility is required, and

Education: Masters degree in education, educational administration, or other job-related area, or

Equivalency: Any combination equivalent to a master’s degree in education, educational
 administration, or related field and five (5) years of increasingly responsible professional
 experience in student support services. Experience **as an instructional leader and** in a
 supervisory capacity at the school district or county level is required.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Administrative Services
 Credential

Valid California Driver’s License

Continuing Educ./Training

N/A

Clearances


Criminal Justice Fingerprint/Background
Clearance

Drug Test

Proof of physical examination including TB
Screen

FLSA Status: Exempt
Salary Grade: Certificated Management, Grade 050
SLT Approval Date: October 11, 2016

Revised: 06/2022

Approved: 

Dr. Yolanda Rogers
Assistant Superintendent, Human Resources