

LOMPOC UNIFIED SCHOOL DISTRICT

POSITION TITLE: DIRECTOR, PUPIL SUPPORT SERVICES

BASIC FUNCTION:

Under the supervision of the Assistant Superintendent of Education Services, plans, organizes, coordinates and evaluates the District student discipline process, student attendance, testing, secondary School of Choice, Program Improvement transfers, Open Enrollment Act transfers, school security and safety, Student Uniform Complaint procedures, Williams Act compliance, student records, counseling support, CTE/Perkins grant support and school accountability report cards (SARCs). Serves as an informational resource to faculty, staff, administrators and parents.

ESSENTIAL DUTIES:

Supervises the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignments, termination and disciplinary actions.

Assists with the development and planning of assigned budgets.

Attends and conducts a variety of meetings, as assigned.

Communicates and collaborates with other administrators, district personnel, and outside organizations to coordinate activities and programs, resolves issues and conflicts, and exchanges information; models District standards of ethics and professionalism.

Provides direction to school principals regarding school security; responds to security related complaints after the principal has had an opportunity to resolve the complaint; oversees investigations; assesses district security needs, develops procedures and methods for security personnel and provides recommendations as appropriate.

Serves as an informational resource to administrators and staff concerning laws related to minors, intervention techniques and classroom safety strategies; consults parents concerning programs and services available to students exhibiting high risk behavior; responds to inquiries and provides information.

Provides technical expertise, information and assistance to the superintendent regarding school safety and security programs; assists in the formulation and development of policies, procedures and programs to a safe school environment; confers with law enforcement, probation and truancy

officers regarding student behavior; serves as a liaison between the District, outside agencies and the community.

Plans, develops, organizes, implements and supervises all programs in the District for School Attendance Review Board (SARB).

Provides direction to principals regarding suspensions and is responsible for the expulsion due process hearings.

Advises the Superintendent, Board of Education and others on all matters relating to the functions of Pupil Support Services.

Develops Board policies related to Pupil Support Services.

Actively participates and contributes as a member of the District Management Team.

Attends all regular meetings of the Board of Education representing the Pupil Support Services department.

Provides leadership, technical assistance, and training to all schools in their endeavor to meet or exceed the student achievement improvement targets, as defined by California or federal accountability guidelines, for the low performing student population.

Provides school principals with support in their effort to narrow the achievement gap, i.e., the performance of students in similar schools or schools with similar student demographics.

In conjunction with the Director, Student Achievement and Curriculum, works with other administrators to ensure that all Program Improvement (PI) schools achieve their Adequate Yearly Progress (AYP) targets, and develop an intervention plan for students.

Trains and supervises the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.

Performs related duties, as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Comprehensive organization, activities, goals and objectives of the school district Board and District policies, procedures and regulations.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Public speaking techniques.
Word processing; data systems, e-mail, and search engine programs at a proficient level.

ABILITY TO:

Organize, direct, evaluate and supervise assigned certificated and classified staff.
Direct activities regarding personnel, student services, activities, communications and articulation.
Train, supervise and evaluate certificated and classified personnel.
Establish, coordinate and maintain communication with community and parent groups.
Analyze situations accurately and adopt an effective course of action.
Complete work with many interruptions.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Maintain consistent, punctual and regular attendance.

EDUCATION AND EXPERIENCE REQUIRED:

Bachelor's degree and five years of classroom teaching or comparable experience; Master's degree required for all new administrative hires or promotional administrative hires effective July 1, 2013 (for candidates hired between July 1, 2011 and July 1, 2013 who do not hold a Master's degree a twenty-four (24) month window of opportunity is provided from the date of hire to secure the degree. Newly hired administrators who do not meet this requirement within the twenty-four (24) month period will not continue in their administrative capacity beyond that academic year). Must have site administrative experience, preferably as a principal.

LICENSES AND OTHER REQUIREMENTS:

California Teaching or PPS Credential.
California Administrative Credential.
Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office, outdoor and classroom environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

Sit or stand for extended periods of time.