

## REDLANDS UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

#### TITLE

Director, Student Services

#### QUALIFICATIONS

CREDENTIALIAL:	<u>Required</u>	Administrative Services Credential Appropriate California Credential
	<u>Desired</u>	Pupil Personnel Services Credential
EDUCATION:	<u>Required</u>	M.A. or M.S.
EXPERIENCE:	<u>Required</u>	Three or more years of successful experience in teaching and site-level administrative experience.
PERSONAL QUALIFICATIONS:		Character, personality, and proper social capability to relate effectively with staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

#### BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Assistant Superintendent, Educational Services, the Director, Student Services, directs the planning, development, organization, management, direction, and implementation of all aspects of Student Services programs of the District which include alternative education, child welfare and attendance, discipline procedures, grant funded programs, guidance services, Section 504 procedures, and school safety; assure compliance with laws, codes, and regulations related to Student Services; evaluates assigned personnel; and performs related work as required.

#### DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Director, Student Services' job performance will be as follows:

1. Serves as a leader and general resource person in matters relating to student discipline, alternative education and school safety.
2. Provides direct oversight of the development and implementation of alternative education programs.
3. Coordinates and facilitates the development of the cooperative efforts between schools and other community agencies in providing services to students.
4. Facilitates enrollment of students into alternative programs and their return to regular programs.

5. Chairs, conducts, and supervises various discipline and attendance hearings; coordinates all hearing panels, ensures due process in all cases.
6. Receives and processes referrals to alternative schools.
7. Directs the planning, organization, and coordination of the District's pupil attendance programs, including truancies.
8. Participates in the preparation and administration of program budgets and reports as required.
9. Serves as the District Section 504 coordinator.
10. Plans, conducts, and organizes a variety of staff development opportunities related to Child Welfare and Attendance, student discipline, and school safety.
11. Guides, directs, advises, and participates in serious discipline processes and problems, including student suspension and expulsion cases.
12. Interprets, prepares, and disseminates information regarding Education Codes and legal mandated changes in regard to attendance, student discipline, and due process.
13. Provides technical expertise and information to the Assistant Superintendent regarding the formulation and development of policies, procedures, and grant funded programs as needed.
14. Travels to various sites to observe safety programs and respond to discipline related matters as needed.
15. Attends meetings to maintain current knowledge of new legislation and requirements; conducts and facilitates meetings as needed.
16. Maintains and defines procedures to complete the California Safe School Assessment report and the Discipline Handbook requirement as mandated.
17. Defines and coordinates the School Attendance Review Board (SARB) process for the District.
18. Assists in the coordination of the Independent Study program for the District.
19. Provides direction, coordination, and guidance to the District's counseling services and outside contracted services, as needed.
20. Assists with the development, implementation, and evaluation of effective alternative programs for students at-risk.
21. Provides direction to assist in dropout prevention efforts.
22. Processes documentation to establish student's residence with someone other than the parent.

23. Oversees school safety and security programs including Probation Officers, School Resource Officers, School/Police Liaison, and Safe School's Advisory Committee.
24. Prepares Board of Education agenda items relating to the Director's areas of responsibilities, submitting items in a timely and appropriate manner to the Assistant Superintendent of Educational Services for final review.
25. Attends Board of Education meetings.
26. Attends Principal meetings.
27. Handles parent complaints effectively.
28. Supervises and evaluates assigned staff.
29. Provides timely and effective communications regarding incidents and/or situations which might impact the District, its divisions, or schools.
30. Makes active and consistent efforts to maintain or improve the external and internal image of the District, its divisions, and its schools.
31. Establishes annual goals and objectives as deemed appropriate by the supervisor.
32. Gathers appropriate data in support of the status of annual objectives and job description elements.
33. Other duties as assigned.