OROVILLE UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: DIRECTOR OF STUDENT SERVICES/DIRECTOR OF SPECIAL EDUCATION

SALARY LEVEL:	Administrative Salary Schedule	DIVISION:	Administration
REPORTS TO:	Superintendent or Designee	LOCATION:	District Office
APPROVED BY:	Board of Trustees	DATE:	6/21/2023

SUMMARY:

Under the direction of the Superintendent or Designee, provide plan, organize, and direct assigned Special Education programs; manage programs involving teachers, aides, and auxiliary staff; provide leadership covering a wide variety of programs, disciplines, and disabilities over an assigned site or geographic area; supervise and evaluate the performance of assigned personnel; interpret law, regulations, and policy/procedures to determine the best course of action. Monitor, implement, and/or direct psychological and counseling services, including, but not limited to, testing and consultation services with students, parents and staff. Responsible for the district's health services, student discipline, student attendance, and school climate; develops and maintains community resource partnerships. Responsible for administering Student Services and alternative programs such as the Center for Independent study, College Connections, Oroville Adult Education, and the Adult Transition Center. The Director works closely with curriculum personnel, district administration, site administrators, and support personnel.

ESSENTIAL DUTIES:

Special Education:

- Plan, organize, control, direct and evaluate a variety of programs, projects and activities related to the Special Education and Support services programs for the district.
- Responsible for developing and evaluating programs for Special Education students; including curriculum implementation and evaluation.
- Responsible for program management and maintaining compliance with maintenance of effort and Individualized Education Plans (IEPs)
- Supervise all SDC and RSP programs in the district.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files.
- Collaborate with the Butte County Office of Education, Butte County SELPA, and outside agencies for special programs, and attend and participate in committee meetings.
- Ensure compliance with Federal and State laws and regulations.
- Develop and implement policies and procedures for the Special Education and Support Services Department.
- Monitor district-wide 504 services and protection.

Student Services:

- Develop and implement alternative education programs.
- Facilitate coordination of Student Services with school principals

- Consult with district directors, coordinators, specialists and outside agencies and groups for appropriate program interfacing and coordination to include, but not limited to probation, Butte County Office of Education, California Department of Education, community organizations, and the Department of Health and Human Services.
- Coordinate, monitor, and evaluate the total Student Services Program of the district.
- Serve as an advocate for pupils and a liaison in the articulation of Student Services needs within the district.
- Serve as a district resource person and meet with school administrators to strengthen student services needs within the district.
- Provide direction in recruiting, selecting and training personnel assigned to the Student Services department.
- Provide support and training to district staff as appropriate to include, but not limited to, due process for school administrators/parent/student in discipline procedures, truancy, Student Study Teams (SST), suspensions, involuntary transfers, SAART, confidentiality of student records, subpoenas, court orders, education codes and California Code of Regulations.
- Coordinate the delivery of services by community groups and public agencies for the overall improvement of public education, personal, social, and career goals.
- Monitor the maintenance of accurate student records.
- Direct the development of appropriate district publications and forms and maintain compliance documents.
- Directs health services personnel to comply with the requirements of preventative health programs and state and federally mandated programs.
- Supervise student attendance issues.

General Duties:

- Supervise and evaluate the performance of assigned certificated and classified staff; interview and select employees and recommend transfers, assignments, reassignments, termination and disciplinary actions; plan coordinate and arrange for appropriate training of staff.
- Prepare written reports and agenda items for submission to the Superintendent and attend board meetings for presentations
- Perform other duties as assigned by the Superintendent or designee

KNOWLEDGE AND ABILITIES

Knowledge and Skills:

- Principles, practices, procedures, rules, codes, regulations, techniques and strategies of the district and assigned responsibilities
- Principles and techniques of providing successful leadership and conflict management skills
- Effectively work with individuals and groups.
- Effective project management skills; risk management; interpersonal skills utilizing tact, patience and courtesy
- Proficient computer technology and software skills.

Abilities:

- Manage the operations of the assigned duties
- Interpret and apply legal mandates, policies, rules, regulations, and operational procedures pertaining to school operation.
- Establish and meet schedules and timelines.
- Work with discretion and confidentiality.
- Plan, organize, coordinate, review, train, and evaluate the work of others.
- Deal with a variety of projects simultaneously.
- Prepare clear and concise reports.
- Establish and maintain cooperative and effective working relationships.
- Communicate effectively both orally and in writing in a clear and concise manner.
- Apply policies and procedures related to the assigned duties and responsibilities of the position with good judgment and in a variety of situations.

EXPERIENCE AND EDUCATION

Experience: Any combination of experience and training that would likely provide the required knowledge and skill is qualifying:

Education:

Master's Degree or advanced degree from an accredited college or university is required.
Teaching and/or Special Education Experience
Knowledge in areas of Behavior Intervention
California Administrative Credential and at least three years of administrative experience.
Valid California Teaching Credential.

PHYSICAL DEMANDS:

The physical demands describe are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move up to ten pounds such as files or records. Specific vision abilities required by this position include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.