

**DINUBA UNIFIED SCHOOL DISTRICT**  
**STUDENT SERVICES PROGRAM DIRECTOR**

**DEFINITION**

Under the direction of the Director of Special Student Services and/or designee, plans, organizes, directs, and evaluates Special Education and Student Services programs; assists in the planning, development, implementation, maintenance, and evaluation of Special Education and Student Services related operational policies and regulations; ensures compliance with District, County, and SELPA policies and mandates, State and Federal laws, IDEA, and codes and regulations; maintains student files and records; supervises, trains, and evaluates all assigned personnel; plans, organizes, directs, and evaluates budget development and monitoring utilizing strategies to ensure budgetary responsibility and compliance; and performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Student Services Program Director requires specialized subject matter expertise in Special Education, Student Services, Social Emotional or School Climate, Psychological Services and Child Welfare and Attendance. Knowledge is applied to personnel management from established District, County, and State guidelines with assistance of the Human Resources Department. Under general administrative direction, the Student Services Program Director makes decisions of critical consequence, impacting operations of the organization; has supervisory responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of the work performed by professional, technical, and clerical employees in the areas of Special Education and Student Services; meets with the Superintendent and Assistant Superintendents, SELPA, State Department of Education, and other policy makers, as well as internal staff for the purpose of planning and directing activities, implementing decisions, justifying and defending decisions, negotiating service contracts, and arriving at alternative solutions to program and project problems, issues, and concerns.

**ESSENTIAL JOB FUNCTIONS**

Selects, trains, manages, directs, supervises, and evaluates the performance of assigned specified program and cross-divisional professional, technical, and clerical personnel.

Communicates frequently with all District stakeholders and other agencies and organizations by coordinating and developing means of exchanging information to coordinate activities and programs, resolve issues and conflicts, and facilitate the efficient use of resources.

Supervises, reviews, and evaluates the District's Alternative Education independent study program, home hospital program, and individual independent study contracts.

Prepares and delivers oral and written reports, recommendations, and presentations regarding Special Education and Student Services to variety of audiences including: the Board, committees, parents, community, SELPA, County Office of Education, State agencies, etc.

Collaborates, develops, and monitors department annual budgets based on assessed needs, District philosophy, and State and Federal law and regulations in consultation with the Superintendent and Assistant Superintendent, Business Services.

Management of Student Services, Crises, Compliance, and Complaint.

- Serving as lead for responding to serious student and family crises and complaints
- Supporting principals and other site admin in managing and navigating student and family issues as they arise
- Coordinating services for youth experiencing housing instability and foster and homeless youth

Guiding, directing, and participating in serious discipline processes, including student suspensions and expulsions

Assist in overseeing attendance systems across sites with a focus on ensuring disproportionality is addressed.

Overseeing 504 compliance through guidance to school site administrators

Student Mental Health & Wellness:

- Oversight of counseling programs and supports from both internal and external partners
- Team Management & Facilitation
- Seating, convening, and facilitating various teams to support student services. May include: MTSS and Attendance teams and other teams as need is identified.
- Leading and coordinating professional development for teams as appropriate to support use of data and best practice in service of all students.

Works cooperatively with site and District administrators to ensure the effective integration of student support services within general and special education intervention programs.

Assist in coordinates and managing the District Individualized Education Plan (IEP) procedures, including monitoring compliance issues, meeting notification process, and District level IEP transfers.

Supervises, coordinates, and allocates support services staff, programs, resources, and budgets including health services, child welfare and attendance, and SARB.

Assures that site administration implements practices and legal requirements related to health, safety, welfare, and attendance of students.

Directs the evaluation of the effectiveness of Student Services programs and prepares reports for a variety of audiences at the direction of the Superintendent and/or designee.

Participates in recruitment, provides administrative supervision, and assists in the evaluation of District psychologists, elementary school counselors, and interns.

Directs, and evaluates the District's nurse and the District's health services programs.

Serves as a liaison for homeless and foster youth.

Serves as District administrative coordinator for the implementation and maintenance of Title IX student issues, Section 504, Americans with Disabilities Act (ADA), and custodian of student records.

Attends and conducts meetings, State and regional conferences and workshops to remain current on all issues relating to student services issues.

Maintains close and effective working relationships among Federal, State, and County agencies; other school districts; community and non-profit organizations; the community and public; and other organizations that work in conjunction with the District.

Performs other related duties as assigned.

### **QUALIFICATIONS GUIDE EDUCATION**

Equivalent to a Master's Degree in Education or a closely related field from an institute of higher education.

### **EXPERIENCE**

Six or more years of comprehensive, directly related, and progressive experience, including three years of administrative experience in the specified program area.

### **LICENSES AND CERTIFICATES**

Possess a valid California Administrative Services Credential

Possess a valid Pupil Personnel Services Credential

A valid California Drivers' License and evidence of appropriate insurance is required.

### **KNOWLEDGE OF**

Principles, trends, methods, strategies, practices, and procedures pertaining to Special Education and Student Services, including instruction, assessment, and resource allocations.

State and Federal educational program requirements.

Special Education and Student Services programs laws, codes, rules, and regulations related to area of responsibility.

Legal mandates applicable sections of the Education Code, District policies and regulations, laws, practices and procedures, and financial and statistical record-keeping techniques.

Effective personnel management principles.

Effective communication and public and human relations strategies, methods, and techniques.

### **ABILITY TO**

Plan, organize, direct, and manage a comprehensive student and educational services system.

Assure compliance with applicable District policies, regulations, rules, and procedures and State and Federal laws, codes, and regulations.

Communicate effectively both orally and in writing including preparation and delivery of oral presentations.

Maintain confidentiality of records and privileged communications.

Accurately interpret and administer legal mandates, policies, and regulations.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Effectively serve as a resource to the Superintendent, administration, and employees pertaining to Special Education and Student Services related issues.

Ability to establish and maintain effective relationships with a wide variety of groups and individuals.

Train, supervise, and evaluate assigned staff.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.

Meet schedules and timelines.

Plan, coordinate, and provide staff training.

Provide leadership and stability for continuity of services.

### **ESSENTIAL JOB FUNCTIONS**

Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.

Able to conduct verbal conversation.

Able to hear normal range verbal conversation (approximately 60 decibels).

Able to sit, stand, stoop, and kneel, bend, and walk.

Able to climb slopes, stairs, steps, ramps, and ladders.

Able to lift up to 25 pounds.

Able to carry up to 25 pounds.

Able to operate office machines and equipment in a safe and effective manner.

Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.