TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Director of Student Services **CLASSIFICATION: Certificated Management**

DEPARTMENT: Educational Services - Central Office

BASIC FUNCTION AND RESPONSIBILITY

Under the professional direction of the Assistant Superintendent of Educational Services, plans, organizes, manages, and directs Student Services and the District pupil record management system. Is responsible for the planning, programs, actions, and reporting regarding the District's Local Control Accountability Plan (LCAP) within Student Services areas. These areas include, but are not limited to, student registration, attendance, welfare, safety, behavior and discipline, health related matters, parent and student complaints, alternative education as well as other related functions and duties as directed.

ESSENTIAL JOB FUNCTIONS

Functions and duties may include, but are not limited to:

- Provides leadership and expertise in identifying, formulating, and implementing the District student service goals and objectives in compliance with State and Federal legal mandates, the District LCAP, Board policies, and Administrative Regulations.
- Coordinates District efforts to improve attendance; is responsible for the Student Attendance Review Board (SARB) and School Attendance Review Team (SART) functions and activities.
- Coordinates all matters related to student suspensions, expulsions, and readmissions; facilitates Administrative Hearings and District Expulsion Hearing Panels.
- Plans, develops, and coordinates a District-wide system of nursing services.
- Directs, plans, and supervises District 504 Plan services.
- Facilitates the resolution of student-related problems or other difficulties of parents, community members, or staff.
- Directs and supervises the issuance and/or monitoring of work permits and similar documents, and performs such auditing of enrollment, attendance, and transfer records in the various schools as may be necessary to assure compliance with applicable laws regarding such documents.
- Plans, organizes and coordinates the response to student record subpoenas.
- Plans, organizes, and implements student service budget planning guidelines and procedures, and expenditure control strategies for assigned programs.
- Establishes effective liaison with various offices and agencies within the community that may provide specialized or professional help to students and their parents, and to serve as the referral agent to those offices and agencies.
- Supervise and evaluate personnel.
- Supervise Home Hospital

- Manages the district's student enrollment process, including Intradistrict and Interdistrict transfers, affidavits of residency, caregiver, homeless, and foster.
- Coordinates the district's counseling/ social work programs and supports social-emotional learning and anti-bullying programs, including evaluation of program effectiveness.
- Supports efforts of the schools to implement tiered systems of Positive Behavioral Interventions and Supports (PBIS), Multi-Tiered Systems Support (MTSS) and collects, presents, and monitors data from data system reports.
- Chairs, conducts, and supervises various discipline and attendance administrative hearings and hearing panels, and ensures due process in all cases.
- Receives, processes, and reviews referrals to alternative schools and programs.
- Collects, processes, and formats data for LCAP reporting related to student engagement and school climate (attendance, discipline, graduation/dropout rates, and school climate data).
- Coordinates administration of school climate and social-emotional wellness measurement tools.
- Interprets, prepares, and disseminates information regarding Education Codes and legal mandated changes in regards to attendance, student discipline, and due process.
- Travels to school sites to observe safety programs and positive school climate programs as well as respond to discipline related matters as needed.
- Coordinates safety, crisis, and emergency response plans and directs the district's crisis and emergency response teams.
- Maintains and defines procedures to complete School Safety Plans, school and district safety reports, school discipline handbooks, and the Parent/Guardian Annual Notification of Rights and Responsibilities handbook as mandated.
- Provide direction and support to assist with dropout prevention programs and efforts
- Attends Board of Education meetings and prepares agenda items relating to the coordinator's areas of responsibilities.
- Provides management of related parent and student complaints.
- Provides timely and effective communications regarding incidents and/or situations which might impact the District, its departments, and its schools.
- Plans, organizes, and directs the preparation of a variety of management reports.
- Provides leadership, support, and guidance to members of the District and youth service community groups to ensure thorough and complete communication relative to the student service program.

ADDITIONAL JOB FUNCTIONS:

- Perform other duties as assigned

REQUIRES KNOWLEDGE OF:

- Principles, practices, trends, goals and objectives of public education.
- Philosophical, educational, fiscal, and legal aspects affecting a student services program.
- Organization, management, planning, and program evaluation strategies, techniques, and procedures.
- Human relationships, conflict resolution strategies and procedures, and team building methods and techniques.
- Student service design and delivery systems, including audit and evaluation processes that determine process effectiveness.
- Utilize techniques of effective training, supervision and evaluation.
- Understand and carry out oral and written directions.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

REQUIRES ABILITY TO:

- Plan, organize and coordinate a District Student Services program.
- Plan, organize, develop, and implement budget planning, and expenditure control processes and procedures.
- Communicate effectively in oral and written form, utilizing a clear communication mode in ensuring understandable and thorough communication.
- Effectively use technology including the District's student information system and other related systems to obtain, process, and present data in order to provide relevant information to monitor progress and assist in quality decision making.
- Establish and maintain cooperative organizational, public, and educational community relationships.
- Evaluate and analyze complex problems, issues, and concerns, recommend appropriate alternative solutions, and make effective and timely decisions.
- Establish and maintain cooperative organizational, public, and educational community relationships.
- Obtain or possess a valid California Driver's License.

EDUCATION AND EXPERIENCE

- Must have a minimum of five (5) years of certificated experience in public or private schools including at least two (2) years in an administrative or supervisory capacity or equivalent.
- Equivalent to completion of an earned Masters or higher degree from a recognized college or university in Educational Administration, Special Education, Curriculum and Instruction, or a field sufficiently related to insure performance success or equivalent experience.
- Must possess an earned bachelor's degree.
- Must possess a California administrative credential.
- Must possess a valid California Driver's license.

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material, and to identify and distinguish objects
- Sufficient hearing to hear conversations in person and on the telephone, and hear sounds clearly up to 5 feet
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups
- Ability to exert up to 10 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work requires occasional or frequent standing, walking, sitting, or reaching for extended periods of time
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate office equipment, and move about the work area and between work sites
- Employees in this classification work in a standard office environment with occasional movement outdoors between buildings