

Oak Grove School District

JOB TITLE: Director of Student, Family, and Community Services

SALARY RANGE: F(8)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under the direction of the Assistant Superintendent of Educational Services Division, the Director of Student, Family, and Community Services is the instructional leader responsible for the development, coordination, and implementation of services to prepare Transitional-Kindergarten through eighth grade students for success. The Director is responsible for the administration, supervision, and coordination of student services, including health services, positive behavioral interventions and supports (PBIS), school enrollment and registration, expanded learning, and family/community engagement. Working collaboratively with District departments and schools, the Director serves as the principal advisor to the Assistant Superintendent of Educational Services regarding key issues and concerns on matters related to student services; and performs all other related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of duties that are representative of the position that include, but are not limited to:

- Create strong support systems, programs, and school-family-community partnerships that support improved student learning and academic achievement
- Develop and support the efforts of the District to develop and maintain successful strategic partnership with community-based organizations
- Provide leadership support to strengthen the District's multi-tiered systems of support and PBIS initiatives with the intent to improve student achievement as well as ameliorate achievement gaps and student disciplinary referral for targeted subgroups
- Develop, manage, and coordinate comprehensive staff development programs to provide professional development and training to District staff for positive behavioral interventions and supports, socio-emotional curriculum, and school-based mental health services
- Serve as a District Liaison with various educational partners and agencies (e.g. community support agencies, community leaders, parents, and more) to represent the District with county/state child welfare agencies
- Develop, manage, and coordinate District programs for parent engagement and ensure that appropriate parent education programs occur
- Serve as the District Section 504 representative providing support training and consultation to site staff coordinating Section 504 plans
- Serve as the District Student Attendance Review Board (SARB) facilitator and train sites on the SART process.
- Responsible for the implementation of the District expanded learning programs (e.g. ASES, 21st Century) and CONAPP application, planning and reporting
- Supervise and coordinate the District student interdistrict and intradistrict application procedures for enrollment and registration
- Coordinate and supervise Mental Health and Counseling services

- Coordinate and supervise Health Services, Home and Hospital, and Independent Study programs
- Communicate regularly and work collaboratively with Educational Services and Special Education Services in developing programs and interventions to serve all students
- Train school administrative staff to ensure staff are up-to-date on current local, state, and federal legislation and policy interpretation related to the department
- Implement, interpret, and monitor rules, regulations and laws affecting student truancy, McKinney Vento Homeless Act, and foster youth services to ensure program compliance with federal, state and county regulations
- Assist in the development of the District LCAP, respective program budgets and is responsible for the effective implementation of those budgets
- Responsible for the District's compliance with all respective federal and state regulations and procedures including co-facilitation of District Safety Committee monitoring and updating the District's safety and emergency preparedness plans and procedures
- Establish and maintain data for respective programs to ensure all reports are turned in and the recommendations followed
- Recruit, supervise and evaluate all assigned staff, and where appropriate, in coordination with the school site administration
- Evaluate the overall effectiveness of the department and make recommendations regarding the commendation and/or improvement of programs and services
- Attend Governing Board meetings and make presentations to the Board, as required
- Performs related duties as required

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's and/or Master's degree from an accredited college or university with major course work in education or related field
- California Administrative Services Credential
- Minimum (5) years successful teaching or school counseling experience
- Minimum (5) years successful administrative experience in education, middle school administrative experience preferred

Knowledge of:

- Principles, practices, trends, goals, and objectives of public education
- Applicable laws, codes, regulations, policies, and procedures
- Continuous improvement methodologies, including inquiry cycles
- Planning, organization, coordination, and implementation of professional learning
- Curriculum design, development, implementation, and data-driven instruction
- Current administrative operation of California Public Schools
- National and state education initiatives including the Common Core State Standards, Multi-Tiered Systems of Support, and Local Control Accountability Plan development
- State and federal guidelines and requirements concerning accountability and instructional programs
- Systems thinking and improvement science

- Qualitative and quantitative data sources to support school improvement
- Human relationships, conflict resolution strategies, and procedures
- Interpersonal skills using tact, patience, and courtesy
- Development of written reports

Skills and Ability to:

- Ability to work in a team environment while demonstrating the ability to solve problems independently
- Demonstrates skills as an effective instructional and organizational leader
- Innovative approach to program development and implementation
- Communicate effectively both orally and in writing
- Facilitate collaborative groups in variety of settings
- Interpret, apply and explain rules, regulations, policies and procedures
- Prepare comprehensive narrative and data reports
- Prepare and deliver oral presentations
- Work independently with little direction
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Establish and maintain cooperative and effective working relationships with others and in decision making
- Operate a variety of office equipment, a computer and assigned software
- Plan and organize work to accommodate program activities and District requests
- Prepare records and reports related to assigned activities
- Possess CA Driver's License and/or the ability to be at various school sites and attend meetings, as applicable

WORKING CONDITIONS

- Office environment and outside weather conditions, as applicable
- Driving a vehicle to conduct work at office and school sites

PHYSICAL DEMANDS

- Stand and walk for extended periods of time
- Hear and speak to exchange information in person or virtually; near and far vision, and depth perception to monitor and evaluate staff or students; read written or printed notes and materials
- Ability to lift, carry, push or pull 25 pounds of instructional materials or work equipment; reach in all directions
- Bend, twist, kneel and stoop
- Dexterity of hands and fingers to manipulate work tools and operate audio-visual and educational training equipment, write legible reports
- Speak clearly and communicate effectively to present to groups
- Observe classroom instructional and counseling practices

DESIRABLE QUALIFICATIONS

- Advanced degree in a relevant field
- Bilingual/Biliterate in Spanish

We are dedicated to fostering a diverse, inclusive, and equitable workplace where all individuals are respected, valued, and empowered to contribute their unique perspectives and talents. Our organization is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law.

Our organization is a Drug and Tobacco-Free Workplace.

Our organization requires a successful candidate to undergo fingerprinting clearance, provide proof of TB clearance, provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act. All new employees will be required to complete mandated training and certifications required by state law and District regulations related to employment in a school setting. Inquiries regarding compliance procedures may be directed to our Human Resources Department.