

27J SCHOOLS
ADMINISTRATIVE POSITION JOB DESCRIPTION

Job Title: Director of Intervention Services
Last Modified: November 10, 2017, Reviewed December 2020
Work Year: 260 Paid Days
Department: Intervention Services
Reports To: Chief Academic Officer

POSITION SUMMARY: Leads the implementation, administration, planning, projects, budget and policy in the areas of student behavior, student attendance, school climate, and outreach initiatives for educationally at-risk populations, including foster and homeless students. This includes leading and overseeing district-wide prevention and intervention services for issues such as truancy, substance abuse or other behaviors that may leave students at risk of educational failure or dropping out of school.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinates with Directors of Student Achievement, including departments of Special Education, Assessment, Post-Secondary Options, and the Chief Academic Officer, to maximize the effectiveness of programming and the integration of all Student Achievement Division programs and services, toward the goal of improving student achievement
2. Acts as a resource and liaison to all District administrators on issues of behavior intervention, truancy, and other areas as needed, including oversight of expulsion hearing processes and related suspension and expulsion services, and primary responsibility for all related code of conduct policies.
3. Represents District interests at meetings, internal and external, associated with areas of responsibility, including representing district interests with youth serving agencies and committees.
4. Directs and oversees the Student Intervention budget and individual grant budgets as available.
5. Supports development and implementation of positive school climate initiatives, and other multi-tiered systems of student support.
6. Supervises Intervention Services staff including: coordinator of behavior support, coordinator of family outreach services, Intervention Services liaisons, behavioral services case manager, homeless intervention case manager, classified support staff and contracted positions including discipline hearing officers.
7. Supervises the Principal of the District's Innovations and Options Programs, including the District's alternative high school, expelled students program, blended learning school, and dropout recovery program.
8. Responsible for homebound services and coordination of homeschool programming.
9. Provides consultant assistance and problem solving support to staff on student discipline matters, including student risk assessments.
10. Communicates across the organization and community regarding matters pertaining to increasing achievement of at-risk students and cultural competency in meeting the needs of diverse students. Reviews policy and practices in these areas and make recommendations to the Chief Academic Officer.

EXPERIENCE AND ACADEMIC PREPARATION:

1. Must have Administrative/Principal Certification/licensing as required by Colorado Department of Education.
2. Master's degree plus additional coursework for certification or licensure.
3. Experience in leadership, change and systems development.
4. Minimum 5 years of experience in K-12 education required.
5. At least 3 years of administrative experience required. Experience working with multiple age / school levels preferred. 3 + years of classroom experience preferred.
6. Proven knowledge of diversity across a wide spectrum of areas; e.g., language, ethnicity, gender, etc.
7. Bilingual literacy in Spanish preferred.

OTHER REQUIREMENTS:

- Ability to understand, exchange, and present verbal information/instruction with others of varied backgrounds.
- Ability to read and understand written materials.
- Ability to translate verbal communication into effective written material; e.g., reports and other documents.
- Ability to summarize written material into effective verbal communication; e.g., oral reports to groups or individuals.
- Ability to remember situations, details, laws, regulations, procedures, policies, and the like.
- Ability to understand and perform mathematical computations.
- Ability to apply problem solving skills in developing solutions for unanticipated issues and challenges.
- Ability to conceptualize and apply analytical skills.
- Ability to identify conflict and take the steps necessary to resolve the issues.
- Ability to understand and apply organizational theories and practices in the administration of policies, procedures, programs and communications.
- Ability and experience working with high risk students.
- Demonstrated ability to effectively communicate, orally and in writing, with students, parents, staff and governmental agencies.
- Demonstrated ability to use problem solving and conflict resolution skills.

EQUIPMENT USED: Telephone, computer, facsimile machine, copiers, printers, audio/visual equipment and other business related equipment.

PHYSICAL REQUIREMENTS:

1. Ability to grasp and manipulate office equipment and other similar tools and equipment.
2. Ability to participate in routine conversation in person or via telephone.
3. Ability to distinguish small objects at near distances.

ENVIRONMENTAL CONDITIONS: The majority of this position's duties are performed inside. Position has little or no exposure to adverse weather or environmental conditions.