

Pleasanton Unified School District

TITLE: Director II, Student Services

CLASSIFICATION: Certificated Management

REPORTS TO: Assistant Superintendent, Student Support Services

JOB DESCRIPTION:

Under the supervision of the Assistant Superintendent of Student Support Services, plans, coordinates, controls and directs the activities of the Student Services Department, which includes, but is not limited to, Child Welfare and Attendance Programs and Services, Student Services, Student Record, and Student Enrollment. Interprets and implements state and federal requirements; provides leadership in the development and coordination of the district policies, regulations and procedures; supervises and evaluates the performance of assigned staff.

PERFORMANCE RESPONSIBILITIES:

- Provides leadership to ensure understanding of the District's educational program objectives.
- Administers and supervises District student attendance and behavior and coordinates and oversees the District Student Attendance Review Board.
- Develops, implements, and maintains district standards of student behavior; directs and manages all aspects of student expulsions, suspensions, and truancy, including the implementation of PBIS and restorative practices.
- Attends Board of Education meetings, and advises the Superintendent and Board members regarding student expulsions, exclusions, and suspensions.
- Maintains primary District responsibility for assignment of students to schools based upon District policy and enrollment guidelines, including the diversion of students from one school to another due to impacted capacities of open enrollment and intra/inter-district transfer requests.
- Oversees and supervises placement of students in schools and grade levels to maintain appropriate class sizes and grade level configurations.
- Maintains, stores, and retrieves the District's student records.
- Coordinates, and monitors the District's programs related to wellness, character education, PBIS, counseling, health services, and social work, ensuring that all programs are administered within the District policies and procedures.
- Coordinates, monitors, and provides training to implement programs and/or accommodations under Section 504.
- Serves as liaison and participates with Student Support Services leaders at the local, county, state and/or national levels.

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- Monitors projects, grants, and programs for the purpose of ensuring that services comply with District, state, and federal requirements.
- Develops and facilitates professional development training programs for counselors, social workers, cwa's, youth development specialist, health services and other student services staff
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs.
- Establishes community/business partnerships, resolves issues and conflicts and exchanges information.
- Receives and responds to parent/guardians and community members' issues and/or concerns.
- Develops the annual budget for the department; analyzes and review budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines.
- Prepares reports as needed by the District and the state.
- Works closely with the Superintendent's Senior Cabinet members, directors, coordinators, and school site administrators.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees, and recommends transfers, reassignment, termination, and disciplinary actions; plans, coordinates, and arranges for appropriate training of assigned staff.
- Keeps informed of current or parent/guardian and students' rights.
- Researches practices and laws related to the Student Services Department.
- Ensures compliance with all local, state and federal legislation mandates and policies.
- Acts as primary liaison with law enforcement agencies and the District and provides guidance in responding to emergencies at school sites and District Offices.
- Completes other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Applicable educational laws, codes, regulations, policies, and procedures
- Principles and practices of effective training, supervision, and evaluation
- State and District Student Services practices, standards, and programs

Ability to:

- Organize and facilitate committees and professional development activities
- Communicate effectively orally and in writing
- Establish and maintain effective working relationships with others
- Operate a computer and assigned office equipment
- Train, supervise, and evaluate assigned staff
- Meet timelines and work independently with little direction
- Analyze situations accurately and adopt an effective course of action

QUALIFICATIONS:

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- Master's Degree preferred
- CA Administrative Services Credential
- Pupil Personnel Services Credential desired
- A combination of at least five years successful K-12 teaching and increasingly responsible supervisory experience

PHYSICAL ENVIRONMENT:

Office setting. Requires sufficient visual acuity to recognize words and letters, ambulatory ability to conduct visitations at various locations within the District, speech and hearing ability to carry on conversations both in person (formal speaking and informal discussions) and on the phone.

TERMS OF EMPLOYMENT:

220 days, Management Salary Schedule/Confidential Salary Schedule

BOARD APPROVED: 4.4.2018