

## **COLTON JOINT UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: STUDENT SERVICES SUPERVISOR**

#### **BASIC FUNCTION:**

Under the direction of the Director of Student Services; perform technical and specialized functions relating to Student Services including the processing of enrollment, placement and accommodation of new students in accordance with District procedures and the California Education Code, coordinate provisions of the District Foster/Homeless Programs and Grant; train, supervise and evaluate the performance of assigned staff.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform technical and specialized functions in the processing of enrollment, placement and accommodation of new students in accordance with District procedures and the California Education Code; ensure proper placement of students.

Create enrollment packets to include new Education Code, policies and procedures.

Coordinate case management services including, but not limited to: linkage to services, supports, and programs in the community; student and family advocacy

Coordinate provisions of the District Foster/Homeless Program and Grant; assist with the development and submission of grant applications; oversee program budgets in accordance with established financial limitations; maintain and submit related documentation as required.

Process elementary inter and intra-district transfers; process foreign exchange student functions and procedures in accordance with applicable laws, codes, rules and regulations.

Serve as a technical resource to schools and District sites regarding provisions of the District Foster/Homeless and Grant Programs and enrollment services; respond to inquiries and concerns; collaborate with site personnel to rectify issues and develop solutions in accordance with established guidelines.

Coordinate transportation for homeless and overflow students regarding completion of required and scheduled immunizations; assure proper student pickup, arrival and safety.

Coordinate communication between the school, District resources and parents and outside organizations; receive telephone calls; provide information concerning District Enrollment, policies, and procedures.

Communicate with outside organizations to attain/acquire resources and donations.

Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Provide annual enrollment projections.

Oversee CBEDS report.

Participate in the development of the annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend a variety of meetings as assigned; serve as a co-chair for District SARB board and other committees as assigned.

Train, supervise and evaluate the performance of assigned staff; schedule, assign, oversee and review the work of others; interview and select employees; assist the Director and provide input regarding performance and other personnel matters as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws, rules and regulations related to student enrollment and confidentiality of sensitive information.

Principles and practices of supervision and training.

Modern office practices, procedures and equipment.

Operation of a computer and assigned database and software systems.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

**ABILITY TO:**

Interpret, explain, and apply extensive knowledge of District policies, regulations, policies, procedures and exercise independent judgment.

Create forms, matrixes and tables on the computer.

Analyze situations accurately and adopt an effective course of action.

Train and evaluate the performance of assigned staff.

Compose correspondence and written materials independently.

Add, subtract, multiply and divide quickly and accurately.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.  
Operate a computer terminal to enter data, maintain records and generate reports.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Complete work with many interruptions.  
Understand and work within scope of authority.  
Work independently with little direction.  
Meet schedules and time lines.  
Work confidentially with discretion.  
Type at an acceptable rate of speed.  
Communicate effectively with other districts, parents, staff and the public including members of ethnic communities.

**EDUCATION AND EXPERIENCE:**

Education: Graduation from high school or equivalent. Supplemental college-level coursework in general education is desired.

Experience: Five years increasingly responsible clerical or administrative support experience. Experience in a supervisory or lead capacity is desired.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

**LICENSES AND OTHER REQUIREMENTS:**

Incumbents in this classification are required to speak in English and a designated second language and will be required to pass a proficiency test.  
Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Large volume of public contact  
Driving a vehicle to conduct work.  
Incumbents may be exposed anti-social behavior.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person and on the telephone.  
Seeing to read a variety of materials.  
Dexterity of hands and fingers to operate a computer keyboard.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching.

**HAZARDS:**

Exposure to dissatisfied or abusive individuals.