

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Supervisor Student Support Services

Classification: MSC

Reports to: Assistant Superintendent, Human Resources

Range: MSC – Supervisory Salary Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor's Degree and three years' experience relating to school attendance, alternative educational programs, and implementation of discipline policies; college-level coursework with case management experience preferred.

SUMMARY

Under the direction of the Assistant Superintendent of Human Resources, implements processes such as, but not limited to, inter-and intra-district transfers, work assignments for home and school liaison workers, homeless and other special programs; assists with the leveling of class sizes including movement of students and coordination of Transportation, Special Education, Food Services, Library Services, and other district departments. Coordinates District-wide strategies for improving student attendance, ensuring consistency among school sites in handling attendance, transfers, disciplinary referrals, and multi-level school attendance and review board (SARB) proceedings.

SPECIFIC RESPONSIBILITIES

- Manages school site and home-based outreach services and student disciplinary procedures.
- Plans, organizes, monitors and manages the assigned functions related to all areas of the student discipline and expulsions processes.
- Assists with student movement as it pertains to school attendance overflow (determination of class size, facility availability, coordination of CUM folders, etc.).
- Supervises the Support Academic Family Engagement (S.A.F.E.) Team.
- Works directly with the schools in the development and evaluation of ongoing cultural based programs to assure effective community communication and articulation of the delivery of services to students, parents and community.
- Directs District SARB proceedings; assists in training staff and SARB members in rules, documentation, and due process.
- Supervises and provides day-to-day personnel management of staff assigned to Student Support Services.
- Serves as the District liaison to committees/educational memberships that focus on at-risk student interventions, emotional wellness, substance and child abuse, parental involvement, and crisis interventions.
- Homeless/Foster Youth Liaison (Participate in monthly Homeless/Foster Youth meetings with Fresno County), CASCWA membership.
- Ensures quality school-to-community relationships;. Maintains proactive contacts with community-based groups, responds to parent concerns, and establishes communication forums for parents, students, and community-based public and social service agencies, such as Comprehensive Youth Services, Department of Social Services, Homeless & Foster Youth Education Services, and First Five.
- Directs visitations, and may visit the homes of students with attendance problems to observe home situations.

- Directs and participates in preparation of a variety of externally mandated and internal performance reports; conducts research of up and coming trends in policies, methods, and programs that enhance student rehabilitation.
- Works with other school districts when students with poor attendance or disciplinary records are moving; to create transition plans to ensure success at their next school of attendance.
- Performs related duties as assigned.

SPECIFIC QUALIFICATIONS

- A valid California Drivers License.
- Insurability by the District liability insurance carrier.
- Demonstrates leadership ability.

ABILITY TO:

- Communicate with certificated and classified staff at school sites and district departments;
- Prepare and monitor budgets;
- Identify and respond to issues, concerns and needs of students, parents, and staff;
- Interpret and apply federal, state and local policies, procedures, laws, and regulations;
- Communicate effectively in a wide variety of settings;
- Establish and maintain effective interpersonal relationships with staff, students, parents and the public, and communicate and work effectively with multi-ethnic poverty communities;
- Drive personal vehicle to perform duties as specified under established guidelines.

KNOWLEDGE OF:

Individual and group behaviors and effects of social and economical forces on individuals; current social and economics issues; physical, intellectual, social and emotional growth patterns of students; research methods and report writing techniques; oral and written communication skills; interviewing methods and techniques; education code as related to attendance; principles of individual and group counseling; knowledge of characteristics of at-risk students; knowledge of laws, policies, rules and regulations pertaining to student discipline; attendance, and substance abuse; knowledge of all ancillary services available through the school District or community agencies; knowledge of strategies and techniques to foster self-esteem and facilitate problem solving.

CONTACTS:

Daily contacts with administrative, teaching, classified staff, and students. Frequent to occasional contacts with parents community agencies and school business community.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations maybe made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability

to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA), the California Fair Employment and Housing Act (FEHA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: 4.27.2021