

Position: Director – Student Support Services**Reports to:** Assistant Superintendent of Student and Family Services**Classification:** MSC**Range:** MSC – Supervisory
Salary Schedule

EDUCATION AND EXPERIENCE

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

LICENSES AND OTHER REQUIREMENTS

- A valid Driver's License.
- Insurability by the District liability insurance carrier.
- Administrative credential, Master's degree or equivalent from an accredited college or university, with a major in education or equivalent discipline preferred

SUMMARY

Under the direction of an assigned supervisor, 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. Assist with planning, organizing, controlling, and directing security and safety functions of the District. Organize and direct staff to provide District-wide enforcement of regulations, security and protective services for staff, students, Board members, and District property. Handle confidential and sensitive internal investigations involving allegations of student misconduct. Assure compliance with rules, regulations, laws, Board policies and administrative regulations. Supervise and evaluate the performance of assigned staff. Under the direction of the Assistant Superintendent of Student and Family Services and working directly with the Cabinet, including the Superintendent, to create and maintain environments conducive to effective teaching and learning.

REPRESENTATIVE DUTIES (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- 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.

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- 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.
- Act as attendance officer for elementary schools, middle schools, high schools and alternative education programs
- Coordinate panels for involuntary and voluntary transfers
- Coordinates hearings/expulsion cases
- Responsible for inter-district and intra-district transfers
- Assists with school and class loading and the implementation of AB1114
- Responsible for Expulsion Reports
- Coordinates Juvenile Court placements
- Advise school administrators on positive discipline.
- Oversee discipline referrals.
- Provide in-service training on promoting positive student behavior and attendance, as well as the discipline process.
- Review student records and oversees development of written standards of behavior and educational plans.
- Train and evaluate the performance of assigned staff.
- Provide technical expertise, information and assistance to the district and site staff and/or others or others regarding assigned functions.
- Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Maintain current knowledge of applicable provisions of the Education Code, Penal Code, Municipal Code, Safety Code, Federal Communications Commission regulations, and other rules affecting the safety and security of District property, personnel and students.
- Communicate with other administrators, personnel and outside organizations.
- Assist with Emergency Response to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Maintain confidentiality and make a clear distinction between public and confidential information. Attend and conduct a variety of meetings as assigned; establish and maintain relationships with local, state and federal agencies and associations to remain current on programs and safety or security issues that affect District staff, students, or members of the public.
- Performs related duties as assigned.

Director – Student Support Services – Continued**KNOWLEDGE AND ABILITIES**

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Individual and group behaviors and effects of social and economic forces on individuals; current social and economic 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

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
- Assist with acquiring and maintaining grants involving safe schools
- Prepare and control budget data and reports
- Communicate effectively orally and in writing
- Train and evaluate the performance of assigned staff
- Maintain current knowledge of Education Code, Penal Code, Safety Code, and other regulations
- Interpret, apply and explain rules, regulations, policies, and procedures
- Establish and maintain cooperative and effective working relationships with others
- Maintain a variety of reports and files related to assigned activities
- Operate a computer and assigned software programs; operate other security or office equipment as required.

WORKING CONDITIONS**Environment:**

Office environment. 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 may be 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

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employee must frequently bend, reach above the head, as well as forward, and use fine motor skills. Sitting or standing for extended periods; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

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.

Central Unified School is committed to its mission of embracing diversity to educate our youth, ensuring academic success, and empowering tomorrow's leaders.