CLASS TITLE: DIRECTOR OF PUPIL SERVICES

BASIC FUNCTION:

The Director Pupil Services, under the direction of the Superintendent, or designee, has responsibility for organization, administration, and supervision of all services related to student safety, attendance, discipline, counseling, nursing and health, student records, and alternative education programs. To provide additional support for the programs and services of the department, the director will seek additional funding sources and opportunities.

REPRESENTATIVE DUTIES:

Directs the operation and administration of all alternative education programs of the District. ***E***

Develops and implements a program evaluation plan for pupils in Alternative Education programs. ***E***

Seeks, writes, and monitors grant applications and funding opportunities to provide support for the programs and services within the department. ***E***

Provides leadership to community advisory committees for Alternative Education Programs and student attendance, discipline, health and safety services and to other staff advisory committees. ***E***

Develops District goals and procedures related to student Alternative Education, Safety, Health, Discipline, and other Pupil Services or related programs as assigned. ***E***

Directs Department functions related to all Pupil Services programs and services. ***E***

Directs preparation of the budget for all Pupil Services programs; analyzes and reviews budget and financial data; controls and authorizes expenditures in accordance with established policies and directs the implementation of a financial plan for funding support services and site allocations. ***E***

Maintains liaison with governmental agencies, regional agencies and other entities related to Alternative Education services for pupils.

Provides leadership in the review of existing and pending legislation related to Alternative Education guidelines and District policies.

Plans, organizes and implements long- and short-term plans and projects to enhance Pupil Services to students.

Directs the preparation and maintenance of a variety of statistical and narrative reports, maintains records and files for Alternative Education functions and staff to ensure reporting requirements are met for Federal and State agencies, District officials, and the Board of Education. ***E***

Communicates with District Administrators and other agencies and organizations in the State to coordinate activities and programs, resolve issues and conflicts, and exchange information.

Plans and coordinates continuing Department staff development and training in Alternative Education laws and regulations, compliance issues, corrective actions, program development, and related functions. ***E***

Selects, assigns, trains, and evaluates performance of assigned certificated and classified staff.

Directs the counselor and student health and wellness services and programs which provides support to students, parents and staff. ***E***

Directs and coordinates with sites and departments the District's Behavioral Response to Intervention (RtI) Program and Services.

Works collaboratively with the Director Curriculum, Instruction and Staff Development in supporting the staff development needs involved in the Pupil Services Department.

Directs the District's Student Attendance and Review Board (SARB) and coordinates with sites and departments to promote and maintain high student attendance rates.

Directs the District's Homeless services and coordinates with sites, departments and respective agencies in meeting the needs and requirements of the homeless students.

Directs the counseling program at school sites for immediate intervention, referrals, and other student supports services. ***E***

Administers the school nursing and health services program.

Coordinates the 504 services for the District.

Manages the Community Day School and functions as its Principal. ***E***

Collaborates with District and Site administrators in providing best practice services for the District's Site Day School Classes.

Coordinates the home and hospital instruction program.

Directs the Medi-Cal and MAA reimbursement programs. ***E***

Establishes practices and maintains records pertaining to student suspensions and expulsions; conducts student expulsion hearings. ***E***

Serves as the District custodian of records and is responsible for a system of maintenance and transfer of cumulative records.

Works collaboratively with the Director of Special Education to provide coordinated services to students including, but not limited to, psychologist services, counseling services, health services, alternative education and pupil records.

Stays current with laws, regulations and best practices through personal training, staff development, professional reading, and attending workshops and conferences as applicable.

Performs other duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations, which pertain to the particular assignment.

The Director Pupil Services is responsible to the Assistant Superintendent, Educational Services.

MINIMUM QUALIFICATIONS:

Appropriate Administrative Services credential as required by the California Commission on Teacher Credentialing.

KNOWLEDGE OF:
Interagency collaborative models and practices.
Welfare and institution codes.
Grant writing techniques.
Regulations and policies governing public agency service providers.
School Attendance Review Board regulations and procedures.
Student discipline procedures, laws and regulations including expulsion process.
Evaluation models, data collection, and analyses used in monitoring program effectiveness.
Principles and practices of record keeping, documentation and reporting.
Community assessment techniques and models.
Services provided to students as related to general fund and categorical programs.

EDUCATION AND EXPERIENCE

Bachelor's Degree and all courses necessary to meet the credential requirement. Masters's degree or Doctorate in education or closely related discipline. Five (5) years classroom teaching experience and three (3) years site administration experience at the elementary and/or middle school level. Experience specific to pupil services beyond those of a site administrator. Background in statistics, data analysis, and program evaluation including the use of software relevant to formative and summative student achievement. Experience working with collaborative partnerships, development of Memoranda of Understanding between agency and private providers, and grant writing efforts.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license. Employees in this position must maintain insurability at the District's standard limits during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT
Office environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate a computer keyboard and other office equipment; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials to accomplish assigned tasks of the job.

Legal Reference: Education Code 35291
Policy Adopted: June 11, 2013