MT. DIABLO UNIFIED SCHOOL DISTRICT

ASSISTANT DIRECTOR, STUDENT SERVICES

Primary Function

Works with district administrators, teachers, parents/guardians, students, local and county agencies, non-profit organizations, and educational services regarding state laws and district policies and procedures related to child welfare and attendance; directs chronic absences and truancy reduction and positive school attendance programs; develops a network of student support services; promotes positive school climate, health and safety, including oversight of nursing; facilitates student placement in appropriate alternative schools and programs; promotes drug and violence prevention and intervention services and; provides staff development as needed.

Directly Responsible To

Director, Student Services

Supervision

Supervises and evaluates assigned certificated and classified staff.

- Child Welfare and Attendance Liaisons
- School Nurse
- Licensed Vocational Nurse (LVN)
- Supervises and evaluates assigned certificated and classified staff.

Major Responsibilities

1. Enables district administrators and the school system to comply with state laws and expected standards in areas of child welfare and attendance including compulsory education laws, student admission and enrollment, student discipline, alternative programs and school climate and safety.

2. Is responsible for the district truancy prevention and intervention programs; participates in district and county level SARB; communicates with parents including making home visits; develops dropout reports.

3. Establishes and maintains effective interagency partnerships and acts as an interagency liaison between the district and city, county, and state agencies in matters pertaining to child welfare, attendance, drug and violence prevention and intervention, and other school climate issues.

4. Assists in the process of administrative placement of pupils.

5. Assists school site administrators in solving problems in the areas of child welfare and attendance.

6. Serves as chairperson of the district's School Attendance Review Board (SARB) and coordinates recommendations

with community agencies including preparation and delivery of subpoenas, citations to parents, and court appearances; administers, evaluates and prepares statistical reports.

7. Serves as the District Section 504 coordinator and coordinates training for school site Section 504 coordinators.

8. Assists in administering programs serving homeless and foster youth.

9. Assist with the organization, administration and supervision of all interdistrict transfer requests and appeals.

10. Locates students who are at risk of leaving or who have dropped out of the district, and recommends and coordinates placement in alternative educational and vocational programs.

11. Serves as the District Coordinator for Health Care Services, including nursing.

12. Provides leadership for substance abuse programs and tobacco prevention programs, and assists with anti-bullying and suicide prevention programs.

13. Assists with admitting/readmitting expelled students.

14. Tracks legislation and updates policies and procedures relating to due process, discipline, child welfare and attendance, and nonimmigrant, noncitizen students.

15. Interprets legislation and education code requirements for district's staff and community members as needed.

16. Provides staff development activities relating to due process, child abuse, discipline, Child Welfare and Attendance, law enforcement, drug and violence prevention and intervention strategies, and other interagency interactions.

17. Makes home visits, as available, regarding the attendance and welfare of students referred by school administrators or social agencies.

18. Assist in processing referrals, monitors and coordinates placement of students with the Probation Department and personnel of the court schools; including Juvenile Hall, Byron Boys' Ranch, and the County Community Schools Program.

19. Compiles and evaluates statistical reports relating to student hearings, suspensions, attendance, dropout prevention, nonimmigrant, child abuse, SARB, and crime reports.

20. Assists in evaluating and monitoring the performance of classified personnel assigned to the Student Services Department.

21. Attends job-related meetings and activities as specified by the Director, Student Services.

22. Performs any additional duties assigned by the Superintendent, Assistant Superintendents, and Director, Student Services as adjunct to regular duties.

23. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills

1. Ability to exhibit the qualities of leadership essential to the successful administration of a comprehensive child welfare and attendance program.
2. Ability to exercise good judgment and tact.
3. Ability to speak and write effectively.
4. Ability to work effectively with all segments of the educational community and general public.
5. Knowledge of principles of organization and management.
6. Knowledge of the community and available resources.
7. Ability to assemble and analyze data, and make appropriate recommendations for action.
8. Knowledge of the principles of staff training and development.
9. Knowledge of state and federal laws pertaining to child welfare and attendance.
10. Ability to initiate and coordinate programs and projects.
11. Knowledge of school district operations and procedures.
12. Skill in working with diverse groups and individuals in a manner that achieves district goals.
13. Ability to manage and maintain interagency collaboration and partnerships.
14. Knowledge of child growth and development, instructional strategies, student management strategies and intervention strategies.
15. Knowledge of school and district guidance strategies.
16. Knowledge of the techniques to human assessment.

Education, Training, and Experience

1. Post graduate work in pupil personnel services, school administration, curriculum and instruction, or a related field.
2. Successful experience as a classroom teacher and site administrator.
3. Progressively responsible experience in providing leadership in a school or district setting.
4. Possession of an appropriate school administrative credential.

Physical Abilities:

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; site or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

Salary Range: DMA Range 25 – 248 Days

Adopted by the Board of Education: June 22, 2015

Revised and adopted by the Board of Education: April 27, 2020