MT. DIABLO UNIFIED SCHOOL DISTRICT

# Assistant Director, School and Community Services

## Primary Function

The Assistant Director, School and Community Services primary function is to reduce barriers to educational success and create positive learning environments for students; Works collaboratively across MDUSD Departments, school sites, and community agencies to support vulnerable student populations; Assists district personnel to support students and families facing significant psychosocial stressors that impact student wellness and learning; administers all aspects of the programs that operate under School Services including the MDUSD Homeless Outreach Program for Education (HOPE), and Foster Youth Services.

## Directly Responsible to

Director, Student Services

## Supervision

Supervises and evaluates assigned certificated and classified staff.

## Major Responsibilities

1. Serves at the District Educational Liaison for youth who are legally homeless and in foster care. In this capacity, helps to ensure that MDUSD Personnel comply with Education Code and MDUSD Board Policy related to students who are homeless and in foster care.

2. Uses data to effectively improve achievement across all areas, graduation rates and post school outcomes for students who are homeless and in foster care.

3. Develops and maintains effective partnerships and interagency collaboration for the purpose of reducing barriers to learning and increasing access to instruction.

4. Represents the district in Contra Costa County and State agencies in the promotion, development and delivery of student support services.

5. Administers programmatic, personnel, schedule, and day-to-day operations of MDUSD School and Community Services.

6. Coordinates, supervises and evaluates the performance of assigned staff.

7. Develops and monitors the School and Community Services budgets according to district procedures, ensuring that expenditures are aligned with funding restrictions.

8. Involves stakeholders in a shared vision for student success, elicits input from students, parents, and guardians related to district programming and goals.

9. Identifies funding opportunities, grants, and resources for growth of School and Community Services programs and child-serving partnership agencies.

10. Submits required reports to appropriate agencies, meeting all deadlines.

11. Assists with the recruitment, selection and placement of School and Community Services personnel.

12. Administers and coordinates Social Work field placement internships.

13. Maintains accurate and adequate records.

14. Attends job related-meeting and activities specified by the Director, Student Services.

15. Performs additional duties as assigned by supervisor, superintendent, or superintendent's designee.

**Qualifications**

**Knowledge and Skills**

1) Knowledge of effective strategies for identifying and addressing the needs of students with significant needs in public education settings.
2) Ability to work effectively with students, parents, and guardians from diverse backgrounds.
3) Understanding of child and adolescent development (physical, cognitive, behavioral, and emotional) and ability to use this information to develop educational intervention plans for students.
4) Knowledge of health, mental health, and social service resources in the community.
5) Ability to work effectively within the educational community, local service agencies and the general public.
6) Ability to effectively serve students and staff in crisis situations where issues such child abuse, suicidal behavior and self-injurious behavior, substance abuse, and involvement in juvenile crime need to be addressed.
7) Demonstrated success in successively more complex roles in program planning, administration and monitoring to further student success.
8) Ability to exercise good judgment and decision-making.
9) Knowledge of the IEP and Section 504 process and school district policies, operations and procedures.
10) Knowledge of practices and procedures related to school discipline, including but not limited to alternatives to suspension and expulsion.
11) Knowledge of effective employee supervision and evaluation procedures and techniques.
12) Knowledge of principles of organization and management.
13) Ability to gather and analyze data, and make appropriate recommendations for action.
14) Knowledge of State and Federal laws pertaining to a School and Community Services program.
15) Ability to initiate and coordinate programs and projects.
16) Knowledge of budget development, maintenance, and monitoring to ensure fiscal responsibility.
17) Possession of a valid California driver's license; willing to travel locally using own transportation (mileage reimbursed) and within the State as required.
18) Available to work additional hours and/or evenings as needed.

**Education, Training and Experience**

1. Possession of valid California Administrative Services Credential.
2. Success in successively more complex roles in school administration that demonstrate the ability to program plan, administer and monitor student success.
3. Experience in school administration and the development and implementation of school-based services and support.
4. Progressively responsible experience in educational leadership.
5. Experience providing staff training and professional development.
6. Demonstrated experience working with students and families from diverse backgrounds.

**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 ready, prepare documents and reports and to observe other personnel; sit 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.

DMA Salary Schedule: Range 25, 222 days

Adopted by the MDUSD Board of Education
Date of Board Meeting: May 26, 2021

Replaces the current position: Administrator, School and Community Services

| Range 20 | daily rate | 414.56 | 435.31 | 457.09 | 479.97 | 503.95 | 508.99 | 514.08 | 519.22 | 524.41 | 529.65 | 540.23 | 551.07 | 562.06 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Administrator, School and Community Services | annual (215 days) | 89,130 | 93,592 | 98,274 | 103,194 | 108,349 | 109,433 | 110,527 | 111,632 | 112,748 | 113,875 | 116,149 | 118,480 | 120,843 |

| Range 25 | daily rate | 442.27 | 464.33 | 487.59 | 511.95 | 537.55 | 542.93 | 548.35 | 553.84 | 559.37 | 564.97 | 576.25 | 587.81 | 599.53 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Administrator, Equity and Disproportionality | annual (222 days) | 98,184 | 103,081 | 108,245 | 113,653 | 119,336 | 120,530 | 121,734 | 122,952 | 124,180 | 125,423 | 127,928 | 130,494 | 133,096 |
| Asst. Director, Instructional Support | annual (222 days) | 98,184 | 103,081 | 108,245 | 113,653 | 119,336 | 120,530 | 121,734 | 122,952 | 124,180 | 125,423 | 127,928 | 130,494 | 133,096 |
| Administrator, Coordinated School Support | annual (217 days) | 95,973 | 100,760 | 105,807 | 111,093 | 116,648 | 117,816 | 118,992 | 120,183 | 121,383 | 122,598 | 125,046 | 127,555 | 130,098 |
| Administrator, EL & SED Student Support | annual (217 days) | 95,973 | 100,760 | 105,807 | 111,093 | 116,648 | 117,816 | 118,992 | 120,183 | 121,383 | 122,598 | 125,046 | 127,555 | 130,098 |
| Asst. Director, College and Career, Adult Education | annual (217 days) | 95,973 | 100,760 | 105,807 | 111,093 | 116,648 | 117,816 | 118,992 | 120,183 | 121,383 | 122,598 | 125,046 | 127,555 | 130,098 |
| Administrator, Career Pathways/Linked Learning | annual (217 days) | 95,973 | 100,760 | 105,807 | 111,093 | 116,648 | 117,816 | 118,992 | 120,183 | 121,383 | 122,598 | 125,046 | 127,555 | 130,098 |