MT. DIABLO UNIFIED SCHOOL DISTRICT

DIRECTOR, STUDENT SERVICES

## Summary Definition

Under general supervision, this position performs complex and comprehensive aspects of student services; assists in the planning, implementation, and evaluation of a district-wide program of student services; serves as the district 504 Coordinator for students who are identified and evaluated as handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973; supervises a wide variety of programs and services, including the Safe & Drug Free Schools and Tobacco Use Prevention Education Programs, counselors, school nurses, and enrollment.

## Directly Responsible
## Assistant Superintendent, Pupil Services

Examples of Duties (to include, but not limited to:)

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

1. Assists in the preparation and administration of the budgets in the programs and areas of student services, including designated categorical programs. **E**
2. Assists in the preparation and administration of the budgets related to Medi-CAL funding. **E**
3. Assists in compiling and submitting accurate reports as required by the Assistant Superintendent, Pupil Services and Special Education, for district, state and federal jurisdictions. **E**
4. Assists in developing, in cooperation with principals, procedures to be used in the evaluation of school- level services and student services. **E**
5. Meets, as assigned by the Assistant Superintendent, Pupil Services and Special Education, with school-level leadership personnel responsible for student services/special education in the schools.
6. Assists student services staff in the operation of their programs and institutes additional programs as needed. **E**
7. Assists in the supervision of the appeal process involving interdistrict transfers, student suspensions and student expulsions. **E**
8. Evaluates and monitors the performance of certificated and classified personnel directly responsible to the director. **E**
9. Assists in the administration of all department related aspects of negotiated employee contracts.
10. Assists in the administration, supervision, coordination and evaluation of the following programs: **E**

- District Nursing Health Services Program
- Safe and Drug Free Schools and Community Program
- Tobacco Use Prevention Program
- Truancy Reduction Programs
- Other Student Services Programs

11. Supervises all aspects of student records and student attendance operations including maintenance of the student database. **E**

12. Supervises management of the interdistrict transfer process. **E**

13. Supervises district level activities related to student discipline including student suspensions, case conferences, student expulsions and completion of the Safe School Assessment Program report, review and revision of district policies and handbooks related to student conduct and discipline. **E**
14. Assists in the development and maintenance of effective and collaborative relationships with agencies and other community groups involved with students and families.
15. Assists in the implementation and revision of policies of the Board of Education and procedures in compliance with state and federal law relating to student services programs, Section 504 of the Rehabilitation Act of 1973 pupil records, attendance accounting, health services, student discipline, drug and tobacco-free building, grounds and vehicle requirements and guidance services..
16. Assists in the development of procedures to ensure that students who are disabled within the meaning of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with the required appropriate education. **E**
17. Maintain a list of impartial hearing officers who are qualified and willing to conduct 504 hearings for the district.
18. Assist in the scheduling and facilitation of an impartial hearing (Section 504 due process hearing) upon parent request.
19. Develop, maintain, and disseminate appropriate forms, parent rights, resource guides, and other materials relating to Section 504 of the Rehabilitation Act of 1973. **E**
20. Provides leadership in creating healthful human relationships which will provide a suitable, safe and drug- free climate for learning and teaching.
21. Assists in working cooperatively with individuals and groups in relating the activities of student services with district-wide education programs. **E**
22. Assists with the interviewing, selection, assignment, transfer and separation of student services personnel.

23. Assists as liaison between district programs and the appropriate local, county, state and national agencies. **E**
24. Assists in developing and maintaining liaison with appropriate referral agencies in the community.
25. Approves and supervises the production of all informational handbooks and descriptive brochures of the various programs and services. **E**
26. Arranges for special inservice programs as needed.
27. Attends job related meetings and activities specified by the Assistant Superintendent, Pupil Services and Special Education..

28. Performs additional duties assigned by the Assistant Superintendent, Pupil Services and Special Education..

29. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Assistant Superintendent, Pupil Services and Special Education..

## DESIRED QUALIFICATIONS

**Education and Experience:** Post-graduate work in social services, leadership, administration, or closely related field and/or ACSA certification desirable. Four years of progressively responsible student services experiences, counseling, site leadership, or other similar position. Prefer knowledge of California laws and procedures as related to TK-12 education, knowledge of or experience working in public education, and knowledge of practices and procedures. Possession of an appropriate school administrative credential.

**Knowledge of:**

1. Ability to exhibit the qualities of leadership essential to the successful administration of a comprehensive program of student services.

2. Knowledge of effective employee supervision and evaluation procedures and techniques.

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 effective student discipline and control procedures and practices.

6. Knowledge of effective strategies for identifying and addressing the needs of high risk students.

7. Knowledge of principles of organization and management.

8. Ability to assemble and analyze data, and make appropriate recommendations for action.

9. Knowledge of basic principles of effective school guidance.

10. Knowledge of the community and available resources.

11. Knowledge of the principles of staff training and development.

12. Knowledge of state and federal laws pertaining to student services.

13. Ability to initiate and coordinate programs and projects.

14. Knowledge of budget development, maintenance, and evaluation.

15. Ability to design and implement procedures.

16. Knowledge of school district operations and procedures.

17. Skill in translating Board and district policies to various employees, individuals and groups.

**Skill in:**

- Handling confidential information with discretion
- Establishing and maintaining effective working relationships
- Interpersonal skills using tact, patience and courtesy
- Leadership of teams and departments

**Environment**

School office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent specifications; maintains high regard for exemplary customer service.

**Physical Abilities**

Hear and speak to 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; sit or stand for extended periods of time; work at a desk, conference 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.

Diablo Managers Association

Range 32- 248 Days

Adopted by the Board of Education: June 1, 2000

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