Job Description

Job Title: **DIRECTOR, STUDENT SERVICES AND PERSONNEL**

A. Primary Function: The Director of Student Services and Personnel provides leadership and oversight for both human resources and student services functions within Los Alamitos Unified School District. This position assists with recruitment, onboarding, and retention of staff while also overseeing programs that support student well-being, discipline, and mental health. The Director reports to the Assistant Superintendent of Human Resources and works collaboratively with district administrators, school site leaders, and community partners to create a safe, inclusive, and high-performing educational environment.

B. Directly Responsible To: Assistant Superintendent, Human Resources

C. Essential Duties and Assigned Responsibilities:

1. Oversee student discipline policies and ensure fair, consistent implementation across the district.
2. Provide leadership in developing and implementing programs that support student attendance, behavior, and overall well-being.
3. Serve as the district's Uniform Complaint Officer, Non-Discrimination Coordinator, Title IX Coordinator, School Attendance Review Board (SARB) Coordinator, Custodian of Student Records, and Chief Administrative Hearing Officer for district expulsion hearings/interdistrict transfer appeals.
4. Coordinate, organize and lead the administration and enforcement of all matters pertaining to compulsory attendance, student enrollment, home/hospital instruction, independent study, residency, guardianship, open enrollment, and intra- and inter-district transfers, and student registration.
5. Direct, coordinate, and implement procedures for assessing enrollment and graduation requirements for students identified as McKinney-Vento (Homeless), Foster Youth, Juvenile Court Youth, Youth of a Military Family, or Migratory Youth.
6. Collaborate with site administrators, counselors, and psychologists to ensure effective intervention strategies for students in need.
7. Provide leadership and support to school sites on the development of positive social, emotional, behavioral, and attendance strategies and interventions to enhance student outcomes.
8. Oversee district mental health services and provide leadership for the Mental Health team.
9. Lead initiatives to support student mental health and wellness, including partnerships with community agencies.
10. Ensure compliance with student safety and equity policies, including non-discrimination laws and Title IX regulations.
11. Respond to crisis situations, working with law enforcement and other agencies as necessary.

12. Coordinate and lead the district's Safety Committee, Threat Assessment Team, Crisis Response Team, and Emergency Operations Center (EOC).
13. Develop and implement drug, alcohol, tobacco, and intervention programs; coordinate related state and federal grants.
14. Coordinate, train, and implement district-level safety plans and all-hazard safety training for staff and students; organize districtwide drills and tabletop exercises.
15. Assist with recruitment, hiring, onboarding, and retention of certificated and classified staff.
16. Conduct personnel investigations and ensure fair and consistent resolution of employee concerns.
17. Develop and implement personnel policies, procedures, and compliance measures in alignment with district goals and legal requirements.
18. Manage employee evaluations, professional development, and performance improvement processes.
19. Serve as a resource for school site administrators on personnel matters, including contract interpretation and labor relations.
20. Ensure compliance with collective bargaining agreements and participate in negotiations as needed.
21. Perform other duties as assigned.

D. Qualifications:

- Commitment to Los Alamitos Unified School District's mission, vision and priority goals.
- Passion for working with students; ability to motivate and support staff in reaching high levels of success.
- Outstanding skills in problem-solving, critical-thinking, creativity and innovation.
- Excellent communication and interpersonal skills, with the ability to lead staff development and engage with a wide range of stakeholders.
- Ability to efficiently interpret, manage, and utilize multiple sets of data to support student progress.
- Experience planning and managing complex projects.
- Strong knowledge of California Education Code, labor laws, and student services regulations.
- Experience in conflict resolution, collective bargaining, and employee relations.
- Ability to exercise confidentiality and handle sensitive matters with discretion.
- Demonstrated leadership in implementing student support programs and discipline policies.
- Ability to be flexible and revise priorities in accordance with district needs.

1.	Credential:	California Administrative Services Credential and Valid Teaching Credential or PPS credential.
2.	Education:	Master's Degree in educational administration, pupil or personnel services, organizational leadership, or closely related area; doctorate degree preferred.

3. Experience: Minimum of five years of successful teaching, school counseling, or school psychologist experience. Five years of site or district-level administrative experience; successful principal experience preferred.

4. Knowledge: Principles of personnel management, employer-employee relations, collective bargaining, school safety operations, student services programs, legal mandates, and compliance with state and federal laws.

E. Work Year: 223 days

F. Physical Demands and Working Conditions:
The physical demands described 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.

Primarily office environment involving sitting for an extended period of time, walking/standing on hard or carpeted floors. Lifts, carries, pushes, pulls up to 50 pounds; walks, stoops, bends, kneel and crawl; occasionally reaches over head; repetitively uses fingers on both hands; use hands to finger, handle and feel objects, tools and controls; reach with hands and arms; dexterity to operate office equipment, including keyboard, 10-key. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, see to read fine print and the ability to adjust and focus. Communicates clearly (hearing and speaking) and is able to understand and be understood in person and by telephone to exchange information. Mental skills to resolve complex problems, prepare and present complex reports and make independent decisions while meeting accuracy and productivity requirements. Must be able to work in difficult interpersonal situations. Frequently drives a vehicle to various locations; frequently operates a personal computer, telephone and other electronic devices. Frequently works with high volumes and tight deadlines without guidance from supervisor. While performing the duties of this job, the employee may have frequent exposure to airborne particles, fragrances, noise and other environment factors and vibrations. Also, the employee may occasionally work in outside weather.

Board Approved: April 8, 2025