

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: DIRECTOR OF STUDENT SERVICES AND COMMUNITY ENGAGEMENT

Classification:	Management	Work Year:	225
Department:	Educational Services	Board Approval:	September 1, 2016
Reports To:	Assistant Superintendent of Educational Services		
Salary Range:	Management Salary Schedule		

BASIC FUNCTION:

Plan, organize, and direct the functions of the Student Services Department including:

- Review, monitor, and direct the District's student support services programs and categorical/ supplemental programs including State and Federal funded programs;
- Implement and support the District goals and objectives.

REPRESENTATIVE DUTIES:

- Supervise and evaluate the performance of assigned staff.
- Conduct and attend meetings, resolve ad-hoc problems, provide directives and guidance for staff, District personnel, and the public.
- Prepare and maintain a variety of narrative and statistical reports, records and files.
- Provide timely reports to the Board of Trustees, administration, and other staff.
- Provide leadership in the review of existing and pending legislation related to student, family, and community services and special project guidelines and District policies; and recommend origination, modification, or support of legislative measures.
- Participate in other activities as necessary to enable students and the District to accomplish objectives.
- Provide timely and effective communication regarding incidents and/or situations which might impact the District, its divisions, or schools.
- Make active and consistent efforts to maintain or improve the external and internal image of the District, its divisions and its schools.
- Conduct ongoing assessment of programs through formative, summative, and other system wide data analysis for continuous improvement.
- Serve as the Homeless Coordinator and Foster Youth Coordinator.
- Serve as a resource to School Site Councils and Advisory Committees
- Participate in the development, implementation and monitoring of the Local Control Accountability Plan (LCAP).
- Supervise and evaluate categorical / Local Control Funding Formula (LCFF) supplemental/concentration funded programs and student support services.
- Prepare categorical / LCFF supplemental/concentration budgets and work with Fiscal Services in maintaining financial records and monitoring program budgets.
- Review and select materials to meet the specific needs of categorical/supplemental programs and participants.
- Conduct District meetings to ensure that categorical/supplemental activities are coordinated with site activities.
- Prepare applications, reports, and documents for submission to Local, State and Federal Agencies.
- Draft and submit proposals for State/Federal funding and grants.
- Monitor laws and regulations pertaining to program responsibilities and recommend required policies and procedures.
- Attend State and County level meetings to obtain information and disseminate to staff as needed.
- Serve as liaison and communicate with District administrators, governmental and regional agencies, other organizations, and State and County to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Coordinate District services with Local and State, public and private organizations and agencies.
- Define and coordinate the School Attendance Review Board (SARB) process for the District.
- Monitor student truancy and implement program to improve attendance.
- Collect student attendance, discipline, suspension, academic achievement, and community partner outcomes to inform practices and measure impact.
- Guide, direct, advise and participate in serious discipline processes and problems, including student suspension and expulsion cases.

- Maintain records and prepare student discipline reports.
- Develop systematic approaches to identify and measure community collaborations and resources.
- Provide assistance to schools in planning and implementing strong parent and community involvement programs, activities and procedures.
- Provide direction, coordination, and guidance to the District's counseling service and outside contracted services.
- Oversee Health Services and Nurses.
- Provide training and professional development as appropriate.
- Perform other duties similar to the above in scope and function as required.

EDUCATION AND EXPERIENCE:

- Three to Five years of teaching experience required;
- Three to five years increasingly responsible educational management experience preferred;
- A Master's degree in education or public administration or related field from an accredited university or college preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Driver's License or Identification Card;
- Valid California Administrative Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Budget preparation and control;
- Oral and written communication skills;
- Principles and practices of management;
- Applicable laws, codes, regulations, policies and procedures.
- District organization, operations, policies and objectives;
- Modern office management and procedures.

ABILITY TO:

- Plan, organize, control and direct the functions of student services programs;
- Collaborate with school leaders, families, community partners to create structures and practices that support student learning and community engagement;
- Coordinate and work with professional staff, parents, and community groups;
- Assess effectiveness of programs;
- Develop, interpret and monitor division and program budgets; evaluate and compare costs associated with the delivery of services;
- Establish and maintain effective working relationships with the staff and the public,
- Communicate effectively both orally and in writing;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Implement management strategies based on evaluation data;
- Exercise judgment and discretion in interpreting and applying policies and procedures;
- Coordinate the completion of a number of tasks simultaneously in order to meet internal and external deadlines;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Work independently with little direction;
- Plan and organize work;
- Prepare comprehensive narrative and statistical reports;
- Supervise and evaluate the performance of assigned staff;
- Operate and use District business systems and equipment.

WORKING CONDITIONS:

ENVIRONMENT:

- General office environment.

PHYSICAL ABILITIES:

- Light physical effort.
- Normally located in a work environment with light physical qualifications and requirements.
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.