

MANAGEMENT JOB DESCRIPTION

**DIRECTOR OF STUDENT, FAMILY, COMMUNITY, AND
INSTRUCTION SERVICES AND SUPPORT**

JOB SUMMARY:

Under the supervision of the Executive Director of Student, Family, Community, and Instruction Services and Support assists with the coordination of student health, military students, parent education/inclusion, social/emotional well-being, intergenerational, and extended-day programs and services for students, families, and the community.

ESSENTIAL JOB FUNCTIONS:

- Works with families, school staff members, and representatives of community agencies in foster youth, child abuse, and neglect cases.
- Manages and supervises the District's Health Services Program.
- Provides direct supervision and evaluation over assigned classified staff (licensed vocational nurses) and certificated staff (school nurses) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives.
- Coordinates District's extended-day programs ensuring content alignment with school academic program, including educational and literacy components as well as enrichment.
- Directs development and preparation of budgets for assigned programs, analyzes and reviews budget and fiscal data, controls and authorizes expenditures in accordance with established policies.
- Directs the preparation of a variety of statistical and narrative reports, records and files for student, family, and community services functions and staff to ensure reporting requirements are met for local, state, and federal agencies.
- Supports the Chula Vista Community Collaborative and Family Resource Centers.
- Directs department interface with community organizations and agencies facilitating development of interagency services benefiting District students.
- Coordinates and facilitates parent education and engagement, family skills training programs, and intergenerational family literacy programs.
- Oversees student/school safety and assists in the implementation of schoolwide violence prevention programs at school sites.
- Develops training materials, manuals, information bulletins, and other documents and directs preparation of funding applications for new and existing grants, other funding resources, and reimbursement requests ensuring compliance with funding requirements as appropriate.
- Coordinates and supervises professional development for student, family, and community services programs, including target populations: military and transitional kindergarten.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Applicable Credentials**
Standard Elementary, Multiple Subject, CLAD, specialist credentials (e.g. Ryan), Tier I Administrative credential.

- **Training and Experience**

Advanced degree in appropriate field (M.S. or Ed. D.). Five years of progressively responsible experience in education administration including serving as site principal. Experience in managing state programs and/or grants preferred. Evidence of highly successful teaching experiences.

Management Salary Schedule: Range A
BOARD APPROVED: 08/10/16
REVISION DATES: