

YUBA COUNTY OFFICE OF EDUCATION
Certificated Management Job Description

STUDENT SUPPORT DIRECTOR

DEFINITION:

Under general direction and guidance of the Executive Director of Educational Services, the Director of Student Support provides leadership and oversight for alternative education programs, ensuring high-quality, standards aligned instruction and continuous improvement. Oversees student placement, support services, and transitions for at-promise youth, including reentry to comprehensive schools, postsecondary pathways, or employment. Leads data driven improvement efforts and manages key programs such as CCAP, recreation services, and the Hall to Home Support Program, while collaborating with districts, county agencies, probation, colleges, families, and community partners to strengthen student outcomes. Performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Executive Director of Educational Services

SUPERVISION OVER:

- Alternative Education Principal
- Coordinator of Prop 64
- Coordinator of CSECY
- Secretary I

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Build strong relationships with districts, colleges, families, community partners, probation, and county agencies to strengthen support systems for YCOE students.
- Facilitates educational partner involvement in planning, decision-making, and evaluation processes.
- Represents YCOE on committees, interagency teams, and regional collaborations related to alternative education and student services.
- Provides administrative leadership and supervision for Thomas E. Mathews Community School and Harry P.B. Carden School, including direct coaching and evaluation of site principal.
- Ensures the delivery of high-quality instructional programs aligned with state standards, evidence-based practices, and continuous improvement goals.
- Leads the development and implementation of student support systems that promote engagement, academic achievement, and positive transitions for students in alternative education settings.
- Develops and implements school improvement strategies aligned with evidence-based instruction, differentiated learning, social emotional supports, and positive behavior systems.

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- Directs all student placement, intake, and transition meetings related to alternative education enrollment, including placements into community or court schools and the re-entry process back to comprehensive high schools.
- Collaborates with county agencies, district partners, probation, and community organizations to support smooth transitions, individualized academic planning, and access to needed services.
- Provides leadership and oversight for the CCAP (College and Career Access Pathways) program, ensuring access to dual enrollment opportunities and alignment with college readiness goals.
- Oversee the Recreation Department, ensuring safe, engaging, and compliant programs that support student wellness and enrichment.
- Direct and support the Hall to Home Support Program, ensuring continuity of care, transition support, and coordinated services for students exiting juvenile hall.
- Leads data analysis and assessment practices to monitor program effectiveness, academic progress, attendance, behavior trends, and federal performance indicators.
- Uses data to implement and monitor continuous improvement strategies aligned with LCAP, WASC, Title I Part D outcomes, and internal performance metrics.
- Provides technical assistance and capacity building support to school leaders, instructional staff, and partner agencies.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Bachelor's degree in education or related field. Master's degree in education or related field preferred.
- Valid California teaching credential.
- Valid California Administrative Services Credential.
- Five years of progressively responsible administrative experience in K–12 education, including experience in alternative education or student services.

Knowledge of:

- Title I, Part D regulations, allowable activities, compliance requirements, and federal funds management.
- WASC accreditation processes and continuous improvement systems.
- County and district policies and procedures related to suspension, expulsion, and involuntary transfer of students.
- Counseling and conflict mediation, alternatives to suspension, restorative practices, alternative educational and intervention programs within and beyond the district(s).

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- Due process requirements, truancy prevention and dropout recovery programs, effective SARB practices, effective student and parent engagement skills.
- Relevant State and Federal laws, regulation and procedures.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Demonstrated success leading educational programs serving at-risk, court-involved, or alternative education students.
- Expertise in data analysis, assessment systems, and data-driven decision making.
- Proven ability to provide high-quality technical assistance, coaching, and program development support.
- Excellent communication, problem-solving, and stakeholder engagement skills.
- Ability to navigate complex interagency systems and support collaborative partnerships.
- Represent the COE at various meetings, conferences, and public events.
- Read, interpret, and follow pertinent federal, state and local laws, codes and regulations including administrative and department policies and procedures.
- Analyze, evaluate and assimilate complex technical data and administrative problems and prepare sound policy and procedural recommendations based on such information. Interpret and administer statutes, regulations and policies and analyze and evaluate administrative and technical literature.
- Develop and maintain sound personal and professional relationships with a wide range of people.
- Adapt to changing program/department needs.
- Work collaboratively with assigned supervisor and team members to ensure the effective and efficient operation of the assigned programs.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community members; and promote a harassment-free environment.
- Establish and maintain cooperative and effective working relationships with others.
- Ability to effectively transmit knowledge and skills to others.
- Develop measurable goals and objectives, set priorities and evaluate progress toward achievement.
- Communicate effectively in both oral and written form, understand ethnic backgrounds, physical and learning disabilities of staff, students, and community.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.

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- Understand and maintain confidentiality.

Physical Requirements:

- Bending at the waist, kneeling or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or hand truck or cart to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings and come in direct contact with staff, district staff, and the public. This position will travel to provide services.

Licenses and Certificates:

- Valid Administrative Services Credential
- Valid California Teaching Credential
- Valid California Driver's License
- The availability of an automobile with liability coverage

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Certificated Management

Salary Range: Certificated Director

Approval Date: April 16, 2026

The job description is not intended to be an exhaustive list of all the duties, knowledge, or abilities associated with this classification, but it is intended to accurately reflect the principal job elements.