

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: DIRECTOR OF STUDENT SERVICES

BASIC FUNCTION:

Under the direction of the Superintendent or designee, plan, coordinate and monitor career and technical education support services for students enrolled in training programs, including funding options and alternative options for program payment; oversee instructional activities in support of ROP programs and services; oversee ROP adult registration, payments, and registration record-keeping activities; develop and implement ROP registration policies and procedures; oversee career assessment, career guidance, testing and examination protocols, and instructional services to students; serve as a liaison between students, ROP personnel and community resources; supervise the performance of assigned personnel. Oversee assigned programs; and assist in the development of new funding sources and programs to serve and support students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, coordinate, and monitor career and technical education support services and activities for students enrolled in training programs, primarily organized for adults and afterschool for high school students; organize and oversee the development and implementation of individual instructional and employment training plans; schedule instructional enhancement.

Serve as a leader and general resource person in matters relating to student discipline, alternative education and school safety.

Plan, organize, manage and oversee curriculum development, facility coordination, and instructional activities in support of ROP programs and services.

Plan, organize and oversee funding and alternative payment options for students.

Plan, organize and oversee ROP adult registration, payments, billing and registration income record-keeping activities; monitor deposit records for accuracy, completeness, and compliance with acceptable standards; assist students with registration.

Develop and prepare the annual preliminary budget for assigned programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Coordinate and oversee career assessment, career guidance, testing and examination protocols, and support services to students; evaluate student information to determine program placement; refer students to community resources as appropriate; coordinate activities between the ROP and various community resources.

Coordinate and facilitate the development of cooperative efforts between schools and other community agencies in providing services to students.

Demonstrate ability to work with a wide variety of community groups and organizations. Coordinate and oversee employment programs, grants, contracts and foster relationships between community partners

such as Department of Rehabilitation, Human Services, Workforce Development Department, and other youth and adult funded programs in San Bernardino County.

Oversee Work Based Learning, Clinical sites, annually update the Work Based Learning manual and provide training and guidance to teachers.

Supervise the Data Record Technician and foster relationships with the district staff to ensure CRY-ROP has accurate student data. Maintain relationships and ensure data that is inputted into accountability systems such as IPADS, CALPASS are accurate and submitted by our districts accurately. Conduct follow up calls annually for our ROP classes and the districts CTE classes.

Serve as liaison between students, staff and community resources; visit various school sites and community locations to deliver presentations concerning ROP services, activities, policies and procedures; contact and provide information to potential ROP participants in response to referrals from community social service agencies.

Supervise the performance of assigned personnel, interview and select employees and recommend transfers, reassignment termination and disciplinary actions; arrange employee schedules and assign duties; coordinate, recruit, schedule and supervise program volunteers.

Recruit and maintain relationships with employers for placement, Work Based Learning opportunities and to maintain members of the adult program advisory committees.

Develop, implement and monitor program curriculum and teaching strategies to enhance student learning activities; provide recommendations to certified staff and employers concerning instructional and career and technical education training techniques; collaborate with employers, community partners and ROP personnel to determine and meet the needs of identified students.

Monitor and evaluate student progress in instructional and career and technical education training programs; modify classroom and work site activities in response to student needs; assist students during instructional and career and technical education training activities.

Maintain a variety of logs, records and files related to student information, financial activity, personnel, community resources and assigned duties; prepare case notes concerning individual students, volunteers, and personnel.

Compile information and prepare a variety of auditable reports concerning the status, progress, compliance and financial activity of grant-funded programs; submit reports to appropriate agency or personnel according to established timelines.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; operate specialized adaptive equipment for students with special needs; drive a vehicle to conduct work.

Plan, organize and implement long and short-term programs and activities designed to enhance assigned programs and services.

Coordinate and conduct staff in-services to assist in the development of instructional and career and technical education training strategies; facilitate staff development in a variety of areas related to

designated funded programs and activities; attend and participate in program meetings. Provide technical expertise, information, and assistance to the Director of Educational Services regarding designated funded programs; advise the Director of Educational Services of unusual trends or problems and recommend appropriate corrective action.

Maintain current knowledge of local, state, and federal regulations concerning designated funded projects.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures of career and technical education training and related instructional programs for students.

Principles and techniques used in career assessment and career guidance for students. Fiscal management of programs.

State, federal and private funding sources.

Basic budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures.

American with Disabilities Act, Individual with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and pertinent legislation affecting individuals with disabilities.

Development and implementation of instructional and career and technical education training strategies for students with special needs.

Western Association of Schools and Colleges processes.

Title IV Higher Education Act (HEA) Testing and examination protocols.

Training, employment opportunities and social services in the community.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience, and courtesy.

Oral and communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary. Principles and practices of supervision and training.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Public speaking techniques.

ABILITY TO:

Plan, coordinate and monitor career and technical education services and instructional activities in support of students enrolled in training programs.

Coordinate career assessment, career guidance and instructional services to students. Serve as liaison between students, ROP personnel and community resources.

Supervise the performance of assigned personnel.

Interpret, apply, and explain rules, regulations, policies, and procedures. Analyze situations accurately and adopt an effective course of action. Evaluate student needs and develop viable plans and alternatives.

Coordinate services and activities to recruit, retain and assist students. Refer students to community resources as appropriate.

Develop and implement career and technical education training and instructional strategies. Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned software.

Maintain records and prepare reports.

Work independently with minimal direction.

Meet schedules and timelines.

Plan and organize work.

Prepare and deliver oral presentations.

Assure proper allocation of funds within State and federal guidelines. Analyze situations accurately and adopt an effective course of action.

EDUCATION AND EXPERIENCE:

Required: Master's degree and five years of experience managing a career and technical education training or related social service program.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Valid Administrative Services Credential.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard. Seeing to read a variety of materials.

Hearing and speaking to exchange information. Sitting for extended periods of time.