

SUNNYVALE SCHOOL DISTRICT CLASSIFICATION DESCRIPTION

1/2022

DIRECTOR OF STUDENT SUPPORT SERVICES

REPORTS TO: Chief Teaching and Learning Officer

WORK PERIOD: 12 months, 219 days

SALARY: Certificated Director Salary Schedule

PRIMARY PURPOSE:

The Director of Student Support Services is responsible for implementing and maintaining student support service programs and services in conformance with District and state objectives. This position also helps to lead the District equity work at the school site and District level. The Director of Student Support Services assumes administrative responsibility for development and administration of the District's student support services including Multi-Tiered System of Supports (MTSS), attendance, social/emotional health and wellbeing, counseling services, health services, 504 compliance, safe schools, substance abuse prevention, parent education programs, Independent Study and Home Hospital services.

ESSENTIAL JOB DUTIES:

1. Provide leadership and coordination of all Student Support Services programs in the District.
2. Direct the development, implementation and evaluation of Student Services programs and related services.
3. Develop, evaluate and make recommendations to the supervisor and Board regarding policies and procedures governing the operation of the District's Student Services.
4. Work cooperatively with other districts, county office and community agencies in providing community programs that provide additional supports/services to our students.
5. Acts as a liaison with community services, welfare and legal agencies.
6. Collaborates with District leadership to oversee the implementation of the District's equity policy/statement for the purpose of advancement toward the goals of a tailored education, support, access and opportunities so all students reach their full, unique potential.
7. Evaluate the work and administrative performance of social workers, psychologists, school nurses, and other assigned staff.
8. Act as custodian of Student Records and provide mandated parent notifications.

9. Oversees services for students enrolled in the District's McKinney-Vento and Foster Youth programs.
10. Researches a variety of information (e.g., current processes, best practice strategies, methods, guidelines, etc.) for the purpose of developing new programs to meet student needs.
11. Keep informed of all legislative and State Department of Education requirements pertaining to Student Services.
12. Provide legal interpretation of District, State and Federal regulations to school sites; provide legal updates to affected personnel.
13. Establish and maintain cooperative relationships with staff, parents, and community and district agencies.
14. Oversees the work of the school outreach staff to increase the capacity of each school community to provide opportunities, services and academic success of youth and support from their families.
15. Develop and provide training for community, health and student support services for administrators, leadership staff.
16. Provide direction and supervision over the various support services provided by Student Services including the following major functions: Health Services, Discipline, Counseling, and grants applications.
17. Coordinates and/or provides for on-going training and professional development of staff.
18. Disseminates information and resources with other departments about current trends and legal considerations in compliance with federal and state law, including pupil services, and general school and other related laws.
19. Oversees departmental reports, audits and documentation of compliance with state and federal monitoring agencies (e.g., CDE, OCR).
20. Establish and maintain high standards of performance in the implementation of school wide student support programs and evaluate effectiveness of results.
21. Create and execute student support programs that fosters innovation, student advocacy, healthy academic, social, emotional and development processes through an equity lens for all students.
22. Coordinate the District-wide anti-bullying and character education programs.
23. Update, train, and publish the Student Code of Conduct, Parent Handbook, and other annual communications.
24. Attends Board meetings as assigned, and attends or presides over other meetings as assigned.
25. Serves as a member of the District Administrative Team.
26. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge, Skills and Abilities

- Knowledge of positive discipline support programs and applicable laws

- Ability to interpret and disseminate information to individuals and groups
- Ability to deliver effective training to a variety of audiences
- Excellent communication and interpersonal skills
- Ability to work with a large variety of stakeholders
- Ability to maintain confidentiality
- Demonstrate leadership skills
- Build strong, positive professional relationships through clear communication and follow through
- Expertise in modification and individualization of curriculum and instruction
- Maintain knowledge of regulations related to special education and student services
- Analyze situations; identify options; project consequences for proposed actions, and implement and evaluate recommendations
- Communicate effectively orally and in writing
- Work independently to produce reports, organize projects, and compile data
- Perform independent research.

Education and Experience

Master's Degree in Education, Social Work, or Educational Administration, with a minimum of 3 (three) years of teaching experience in the area Special Education and/or a Pupil Services assignment and 5 (five) years as a school site administrator; or any equivalent combination of education, experience and training that would provide the applicant the desired knowledge, skills and abilities to perform the duties and responsibilities required.

Valid California Administrative Services Credential.

Valid California Teaching Credential.

Experience as a Principal is strongly desired.

Licensing and Certification

As required by law

WORKING RELATIONSHIPS

Reports to the Chief Teaching and Learning Officer. Supervises certificated and classified staff members as assigned. Maintains positive working relationships with administrators, district office staff, parents, community members, and administrators from other districts. Develops positive relationships; responds to the needs of students, families, staff and other constituents of the District.

WORKING CONDITIONS

The daily work is performed in an administrative office setting and at worksites (schools) throughout the District. The position requires visual acuteness and mental concentration; excellent organizational skills; multi-tasking capability; a high degree of energy; the capacity to deal with frequent personal interactions; the ability to creatively problem solve; the capacity to mediate and resolve conflict; extra hours and regular attendance at functions before and after the regular work day; occasionally representing the district on potentially controversial matters.

EVALUATION:

Evaluation of the Director of Student Support Services is assigned to the Chief Teacher and Learning Officer.

The statements contained herein reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.