

## DIRECTOR IV – STUDENT SERVICES

### BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Curriculum and Instruction, the Director of Student Services plans and administers student services programs for the District using leadership strategies that ensure that diversity, inclusion, and equity exist for all students, are part of all educational programs and at the core of decision making. The Director of Student Services is responsible for implementing effective behavior strategies, and providing safe, supporting learning environments to all students and staff through counseling support, and resources for homeless and foster youth. They also work with families to support student engagement programs, and school climate and culture per the District's Mission Statement.

### REPRESENTATIVE DUTIES:

- Through a lens of equity plans, directs, develops coordinates, and evaluates the District's student services programs districtwide. **E**
- Reviews accessibility of supports and resources to students and families. **E**
- Develops and implements district initiatives and policies. **E**
- Analyzes districtwide discipline data to inform decision-making. **E**
- Responsible for overall progress and accountability of the following: Student Discipline, Expulsion Hearings, Student Attendance procedures and programs, records, School Safety, Inter and Intra District Transfers, Foster Youth, Nurses, and all student support grants. **E**
- Organizes the expulsion process ensuring due process is maintained; assures District procedures attend to laws and policies concerning students' rights and responsibilities. **E**
- Serves as custodian of records. **E**
- Assists sites with developing prevention/intervention strategies to improve peer involvement and relationships while decreasing behavior and attendance problems. **E**
- Ensures timely implementation of all state and federal student support grants, including but not limited to completing reports, measuring progress toward objectives, evaluating outcomes, monitoring budgets, ensuring timelines are met, and seeking additional funding. **E**
- Provides for appropriate in-service training of administrators and staff concerning special programs, school safety, and pupil services. **E**
- Prepares all Student Services agenda items and background information for Board of Education meetings. **E**
- Collaborates and coordinates with Curriculum and Instruction staff to develop and implement electronic systems related to student services and records. **E**
- Meets with site administrators and District staff to discuss local site concerns and charts priorities for District student services. **E**
- Leads and conducts districtwide restorative practices initiatives and the behavioral elements of MTSS. **E**
- Monitors homeless youth programs at school sites; meets with staff to review services; establishes priorities for programs. **E**
- Coordinates, oversees, and supervises District Community Liaisons. **E**
- Participates in a variety of meetings (e.g. workshops, inter and intra-district committees, cabinet meetings, seminars, conferences, etc.) to convey and gather information regarding a wide variety of subjects required to carry out their administrative responsibilities. **E**
- Performs personnel functions (e.g. hiring, supervising, evaluating, etc.) to maintain a well-qualified and culturally diverse employee workforce with necessary staffing, enhance the productivity of staff, and ensure necessary department/program outcomes are achieved. **E**
- Prepares a wide variety of reference, presentation, policy, and administrative materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) to document activities, requests, and issues; providing audit references, and/or meeting compliance requirements. **E**
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, and parental requests that may result in some negative impact and/or liability if not appropriately addressed to identify the relevant issues and recommend or implement a plan of action that will efficiently resolve the issue. **E**
- Participates as needed in the negotiation process as a member of the district's negotiation team(s).
- Maintains manual and electronic documents, files, and records to provide accurate information in compliance with regulatory requirements and established guidelines. **E**
- Acts as a key leader in the Curriculum and Instruction division and works with all other directors to ensure the district is best serving the whole child. **E**
- Ensures clear communication regarding student support with the district office, sites, and educational partners. **E**

- Supports the Assistant Superintendent, Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals. **E**
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**KNOWLEDGE OF:**

Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to perform the functions of the job satisfactorily include the theory of collective pertinent laws, codes, policies, and regulations; personnel processes; standard business practices; education technology, teaching philosophies, personnel management, and practicing cultural competency while working collaboratively with diverse groups and individuals.

**ABILITY TO:**

Schedule several activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of in difficult situations with sometimes difficult people; work with competing interests from various sites; analyze data utilizing defined but different processes; operate equipment using a variety of processes. Ability is also required to view people and situations through a lens of equity; work with a significant diversity of individuals and/or groups. Ability to work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with detailed information/data and maintaining accurate records; working as part of a team; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

**SKILLS TO:**

Perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; overseeing program financial activities; developing effective working relationships; preparing and maintain accurate records; administering personnel policies and procedures; analyzing data; classifying data and/or information; conducting interviews; facilitating meetings; and interviewing techniques and practices.

**EDUCATION AND EXPERIENCE:**

Valid California Administrative Services Credential or equivalent required.  
 Single Subject or PPS Credential required.  
 Classroom Teaching Experience required.  
 Site Administrative Experience preferred.  
 Technology Implementation Experience preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver’s License & Evidence of Insurability.

**WORKING CONDITIONS:**

Office environment.  
 Driving a vehicle to conduct work Attendance at Monthly Board Meetings.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations.  
 Dexterity of hands and fingers to perform extensive work at a computer.  
 Ability to stand, walk, and sit frequently or for extended periods of time.  
 Bending at the waist, kneeling or crouching to retrieve and store files.  
 Seeing to read a variety of materials.

02/8/2024

SMJUHSD

Certificated Management (16B)