



DIRECTOR III, STUDENT SERVICES

DEFINITION

The Director, Student Services, under the general supervision of the Executive Director, Student Support Programs, is responsible for the administration, coordination, and supervision of all district child welfare and attendance, district health services, and parent engagement support.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

District Support

- Provides administrative and organizational leadership for the district child welfare and attendance office and student/parent engagement support.
- Provides administrative and organizational oversight for the district health services department and associated programs.
- Provides administrative and organizational leadership in the coordination of pupil services in specialized areas including Section 504, Federal reports and mandates, and complaints regarding peer-to-peer sexual harassment.
- Manages procedures for enrolling students and collecting and maintaining student demographic and emergency data.
- Coordinates the administration and enforcement of all matters pertaining to compulsory attendance, residency, guardianship, open enrollment, and intra- and inter-district transfers.
- Serves as the Chief Administrative Hearing Officer in all district expulsion proceedings and coordinates the student discipline review and hearing process.
- Provides leadership of the School Attendance Review Board (SARB) process.
- Provides expert assistance and legal updates to all school administrators relative to legal interpretation of the California Education code and other codes involving CWA issues.
- Assists in the development of discipline and attendance policies and procedures.
- Maintains an accurate understanding of all alternative programs available to district students.
- Provides staff development programs for administrative and certificated staff in matters pertaining to CWA and Section 504.
- Supervises and evaluates subordinate personnel.

Community Support

- Provides administrative support to parent, student, and community engagement.
- Provides liaison with county and community agencies with all matters related to CWA

Records/Reporting

- Develops, maintains, and coordinates all district-wide reporting efforts pertaining to CWA requested by local, state, and federal agencies: CBEDS, drop-out data collection, severance of attendance, work permits, California Safe Schools Assessment, child abuse reporting, inter-district transfers, etc.
- Coordinates district-wide maintenance of all student records and the processing of materials from these records as requested by authorized persons and/or agencies.
- Prepares, updates, and coordinates the distribution of "Annual Notification to Parents" pursuant to Education Code 48980.
- Coordinates on-going school utilization of the student discipline database to assure appropriate communication with teaching staff regarding inappropriate behavior committed by students.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The

requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Child welfare and attendance laws
- District policies and procedures related to suspension, expulsion, and involuntary transfer of students
- Section 504
- Counseling and conflict mediation, alternatives to suspension, restorative practices, alternative educational and intervention programs within and beyond the district
- Due process requirements, truancy prevention and dropout recovery programs, effective SARB practices, effective student and parent engagement skills.
- Comprehensive knowledge of and experience with effective presentation strategies.

Ability to

- Communicate and collaborate effectively with diverse groups and audiences.
- Promote flexibility and resiliency through thinking critically and creatively.
- Model the IUSD core values of integrity, trust, collaboration, empowerment, and learning
- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing special education programs in California.
- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.
- Ability to collaborate with other agencies in planning and implementing effective special education programs, including staff and parent training, within established budget constraints.
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups.
- Knowledge of State funding allocation methods.

CREDENTIAL:

- California Administrative Services or other related Services credential.
- Valid California teaching or other related Services credential.
- Possession of a valid California driver's license.

TRAINING AND EXPERIENCE:

- 5 years teaching experience and 3-5 years of successful administrative experience with a record of leadership in an educational setting, preferred.

EDUCATION:

- A Master's degree from an accredited college or university is preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, and feel objects, tools, and controls; reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl; talk and hear; and taste and smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions.

The noise level in the work environment is usually moderate.

5/2010

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