



CERTIFICATED Job Class Description

Equal Employment
Opportunity

EXECUTIVE DIRECTOR OF STUDENT SERVICES

DEPARTMENT/SITE: STUDENT SERVICES

SALARY SCHEDULE: Management (Group 4)

LEVEL: Range 07

WORK YEAR: 12 Months

REPORTS TO: SUPERINTENDENT

DATE CURRENT JOB DESCRIPTION APPROVED:

Board of Trustees effective:

JOB GOAL/PURPOSE:

To support students, staff and site and district leaders through the coordination, planning, delivery and evaluation of all aspects of the District's comprehensive students services program including, but not limited to program design, support and assistance to students, staff, administrators and parents, resources and materials, data collection and analysis, and professional learning.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Organize, implement and evaluate on an ongoing basis a comprehensive student services program
- Revise district policies to be in compliance with Federal and State regulations as needed
- Assist in the preparation and monitoring of the Student Services Budget
- Serve as a member of the superintendent's executive cabinet
- Analyze the District's needs for student services and programs in order to prepare reports, proposals, and recommendations to obtain approval and/or external funding
- Oversee and provide direction and guidance to administrators, staff and parents regarding disciplinary action, suspension and expulsion policies
- Serve as a liaison between the District and law enforcement agencies
- Oversee District SARB and school site SART process and meetings, and ensure completion of documentation regarding student attendance and truancy issues
- Support site administrators and staff when working with parents regarding student behavior, attendance and truancy
- Supervise and assist with the coordination of district nurses, health technicians, counselors, and guidance assistants
- Work collaboratively with the Director of Special Education to coordinate behavior intervention specialists, psychological and mental health services as part of the District's comprehensive social

emotional learning continuum

- Oversee the coordination of the crisis management team related to crises with psychological components
- Coordinate the planning and delivery of professional learning programs for positive behavior supports, resiliency, anti-bullying, behavior interventions, school-based counseling, health related services, playground supervision, school safety, and character education
- Develop collaborative interagency partnerships to support children and youth
- Investigate, apply, and implement grant programs promoting student health and well-being
- Chair District committees related to student well-being
- Promote good health and wellness practices
- Oversee the intra- and inter-district transfer process
- Oversee residency policies and procedures
- Oversee homeless/foster youth services
- Interpret federal, state and District regulations and policies pertaining to attendance, enrollment and custody
- Provide direction and coordination for the development of School Safety Plans, Student Handbooks, and Parent Rights and Responsibilities Guide
- Manage the contracts with external agencies that fall under student supports
- Serve as the custodian of student records
- Administer all aspects of the Administrative Review Panel process
- Serve as a member of the District Leadership Team, performing any and all other duties as assigned by the Superintendent or Assistant Superintendent of Instructional Services

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Federal and state laws and regulations pertaining to student services
- California Standards for the Teaching Profession and California Professional Standards for Educational Leaders
- Budget Management Systems
- Personnel Management and Training

Ability to:

- Manage and coordinate programs
- Provide leadership and direction to areas of responsibility
- Establish and maintain effective working relationships with staff and community
- Negotiate and resolve conflict situations
- Exercise good judgement in dealing with sensitive interpersonal situations
- Communicate effectively orally and in writing
- Maintain standard of promptness in carrying out assignments
- Demonstrate professional standards required of all administrators as described in the California Professional Standards for Educational Leaders
- Identify and analyze problems and propose plausible solutions
- Make decisions and be responsible for those decisions
- Communicate effectively both orally and in writing with staff, students, parents and district administration
- Schedule, supervise, and evaluate the work of others

EDUCATION REQUIRED:

Valid California Administrative Credential
Master's Degree

EXPERIENCE REQUIRED:

Five years of teaching experience at the elementary school level
Site Administrator Experience Preferred

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Office environment