

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Director, Student Support Services	REPORTS:	Assoc. Superintendent Educational Services
DEPARTMENT:	Educational Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	226
ISSUED:	8/21/08	SALARY:	Range 15

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Educational Services, the Director of Student Support Services is responsible for the operation, activities and procedures of Student Support Services; assures compliance with applicable laws, policies, rules, and regulations; provides expertise in the area of trends, practices and strategies; acts as a liaison between department and sites; evaluates program and does needs assessments in order to determine goals and objectives for the department/division.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

(E) = ESSENTIAL FUNCTIONS

Administers the implementation and compliance of the District Student Support Services Program. **(E)**

Prepares routine and special reports for the Superintendent of schools related to student discipline, attendance and Security. **(E)**

Serves as District's Custodian of Records for Student Records. **(E)**

Directs and conducts in-service programs pertaining to assigned functions. **(E)**

Supervises the issuance of inter-district and intra-district transfer permits and Administrative Placement. **(E)**

Serves as District 504 coordinator.

Serves as chairperson of Administrative Hearing Panel(s) in expulsion cases and oversees student readmission process. **(E)**

Serves as the superintendent's designee in matters pertaining to discipline and the due process rights for students, including but not limited to matters of suspensions, expulsions and involuntary transfers. **(E)**

Develops Board agenda items, with recommendations regarding expulsions and readmissions. Provides reports to the Board regarding suspensions and expulsions. **(E)**

Maintains and monitors assigned budgets.

Proposes and disseminates District policy and procedures pertaining to student due process rights and student responsibilities.

Supervises the annual publication of the Student/Parent Handbook and required notices to parents.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; plans, coordinates, and arranges for appropriate training of subordinates. **(E)**

Oversees and evaluates District Security Department. **(E)**

Oversees AB490 as Foster Youth liaison and monitors students who are registered with the County Probation Department. **(E)**

Investigates and assigns Uniform Complaints. **(E)**

Serves on committees as appropriate or assigned by immediate supervisor. **(E)**

Assists in writing and revising policies and administrative regulations pertaining to assigned functions. **(E)**

Serves as Complaint Officer for State Department and Office for Civil Rights (OCR) due process complaints. **(E)**

Keeps informed of current trends in the operation of student services, public education and other pertinent areas, such as federal, state and local laws and District regulations, policies, and procedures. **(E)**

Administers the posting of requirements and complaint resolution regarding the Williams Settlement.

Performs other duties as assigned.

MINIMUM REQUIREMENTS:

Education, Experience, Licenses, and other requirements:

Bachelor's degree required in counseling, pupil personnel services, subject content area, education or related field. Master's degree in related field preferred.

Possession of a valid California Administrative Credential authorizing service as an administrator is required.

Possession of a valid California Pupil Personnel Services Credential is preferred.

Possession of a valid California Preliminary or Professional Clear Multiple Subject or Single Subject Teaching Credential authorizing service as an elementary or secondary teacher is desirable.

A minimum of three years experience in school site/district administration required. Experience working in Student Support Services is desirable.

Employment eligibility that may include fingerprints, health (TB) and/or other employment clearance.

Must have valid California driver's license and automobile available for use. Must be willing to attend evening, night, and weekend meetings.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Philosophical, educational, fiscal, and legal aspects affecting student support.
- Research methods and report writing techniques.
- Record-keeping techniques.
- District organization, operations, policies, and procedures.
- Technical aspects of field of specialty.
- Principles of organization, operation, and supervision.
- Principles, practices, trends, goals, and objectives of public education.
- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required.
- Budget preparation and control.
- Applicable federal, state, and local laws, codes, regulations, policies, and procedures related to assigned activities.
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics.

Ability to:

- Plan, organize, and administer a comprehensive Student Support Services Program.
- Administer assigned budgets and allocate funds.
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- Operate a computer terminal and audio-visual equipment.
- Communicate effectively, both orally and in writing.
- Write in a clear and concise manner for broad public appeal and interpretation.
- Gain cooperation through discussion and persuasion.
- Coordinate and supervise the work of others.

- Analyze situations carefully and adopt an effective course of action.
- Interpret, apply, and explain administrative and board policies, laws, regulations, and collective bargaining agreement.
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, as well as manage simultaneous tasks with many interruptions.
- Work independently with minimum direction and supervision; work under pressure.
- Understand, analyze, and prepare comprehensive narrative and statistical reports.
- Establish and maintain cooperative and effective working relationships with district personnel, community members, and external companies and agencies in the course of performing assigned duties.
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

Environment:

- District office environment and school sites.
- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours.
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public.
- Indoor and outdoor environment.

Physical Demands:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.

Hazards:

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Director, Student Support Services and agree to abide by the

requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board Approved: 8/21/08