

DIRECTOR II, PUPIL SERVICES**DEFINITION:**

Under the general direction of the Assistant Superintendent for Instruction, serve as the chief Pupil Personnel Services officer of the District to create, design and implement services involving counseling and guidance, psychological, speech and language, health, special education and child welfare and attendance for students in grades K-12 and to supervise and evaluate directors, coordinators and specialists in these respective specialized areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide direction for all District guidance personnel; coordinate guidance services and the analysis of District-wide testing and vocational assessments.
- Supervise, assign and direct school psychologists and consult with school site administrators on services being provided.
- Supervise, assign and direct speech and language specialists and consult with school site administrators on services being provided.
- Supervise and direct health services.
- Supervise and direct Child Welfare and Attendance services.
- Supervise the coordination and implementation of Healthy Kids/Healthy Californians, health textbook adoptions and asset building activities.
- Supervise and direct the coordination of pupil services in specialized areas including 504 accommodation, Office of Civil Rights, Federal reports and mandates, and complaints concerning peer-to-peer student sexual harassment.
- Keep abreast of changes in the law as it relates to pupil personnel services.
- Maintain community liaison with all community agencies involved with pupil personnel services, attending meetings with other agencies and serving as District Coordinator for State and Federal Services.
- *Serve as a member of the SVUSD BTSA/Induction Program Leadership Team.*
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:**Knowledge of:**

Current laws relating to pupil personnel services, special education and child welfare and attendance.

Ability to:

Plan, organize and direct complex department; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; assume a leadership role in working with in and out of District constituencies and agencies; *keep current regarding preliminary teacher preparation programs including induction program, professional development, and knowledge about state-adopted academic content standards and performance levels for standards*; establish and maintain effective working relationships.

Experience:

Three years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

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

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Valid California credential authorizing service in pupil personnel services and child welfare and attendance or special education and administrative credential, and possession of a valid California driver's license.

Board Approved: October 8, 2002

Revised: ?