

DIRECTOR II, STUDENT SERVICES**DEFINITION:**

Under the direction of the Assistant to the Superintendent, serve as the chief Student Services officer of the District to create, design and implement services involving counseling and guidance, psychological, mental health, health services, suspension/expulsion processes, and child welfare and attendance for students in grades K-12 and to supervise and evaluate directors, coordinators and program specialists in these respective specialized areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise and direct staff assigned to the Student Services department.
 - Provide direction for all District guidance personnel; coordinate guidance services and the analysis of District-wide testing and vocational assessments.
 - Supervise and direct Health Services.
 - Supervise and direct Child Welfare and Attendance services.
 - Supervise the coordination and implementation of Healthy Kids/Healthy Californians, and asset building activities.
 - Supervise and direct the coordination of Student 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 Student Services.
 - Maintain community liaison with all community agencies involved with Student Services, attending meetings with other agencies and serving as District Coordinator for State and Federal Services.
 - Supervise and direct Mental Health Services.
 - Supervise and direct Section 504 services.
 - Supervise and direct Positive Behavioral and Intervention Supports (PBIS).
 - Coordinate and supervise Social Emotional Learning and curriculum (SEL)
 - Update board policies regarding Student Services and Child Welfare and Attendance
 - Coordinate District Crisis Response and serve as law enforcement liaison
 - Supervise and direct the Inter-District Transfer process and School Choice
 - Update content for Annual Notification to Parents (ANTP) and provide enrollment and registration support
 - Supervise and direct Home Hospital Instruction (HHI) and Independent Study, facilitate referrals to alternative education
 - Oversee Tobacco Use and Prevention (TUPE) grant
 - Perform other duties as assigned.
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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 programs; 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; 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/Credentials:

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

Board Approved: October 8, 2002

Revised: April 26, 2022

Board Approved: May 12, 2022