

**DIRECTOR I
(PUPIL SERVICES)****DEFINITION:**

Under the direction of the Assistant to the Superintendent, serve as the chief Pupil Personnel Services officer of the District to create, design and implement services involving counseling and guidance, Section 504, mental health, health, suspension/expulsion processes, and child welfare and attendance for students in grades K-12 and to supervise and evaluate coordinators and program specialists in these respective specialized areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise and direct staff assigned to the Pupil 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 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 and all related student services.
- Maintain community liaison with all community agencies involved with pupil personnel services, attending meetings with other agencies.
- Supervise and direct mental health services.
- Supervise and direct Section 504 services.
- 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 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: December 1, 2015

Board Approved: December 10, 2015