

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director I, Student Services	REPORTS TO:	Assistant Superintendent
DEPARTMENT:	Educational Services	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:	June 25, 2013	SALARY:	Range A1; Tier IV Management Salary Schedule

SUMMARY DEFINITION: Under the supervision of the Assistant Superintendent of Educational Services, plans, coordinates, controls and directs the activities of the Student Services Department, which includes Child Welfare and Attendance Programs and Services, Student Services, Student Records, and Student Enrollment. Interprets and implements state and federal requirements; provides leadership in the development and coordination of district policies, regulations, and procedures; supervises and evaluates the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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

Provides leadership to ensure understanding of and promote the educational program objectives of the District. **E**

Administers and supervises district student attendance and behavior and coordinates and oversees the district Student Attendance Review Board. **E**

Develops, implements, and maintains district standards of student behavior; directs and manages all aspects of student expulsions, suspensions, and truancy. **E**

Maintains, stores, and retrieves the district's student records. **E**

Attends Board of Education meetings, and advises the Superintendent and Board members regarding student expulsions, exclusions, and suspensions. **E**

Maintains primary district responsibility for assignment of students to schools based upon district policy and enrollment guidelines, including the diversion of students from one school to another due to impacted capacities and inter-district and intra-district transfer requests. **E**

Oversees and supervises placement of students in schools and grade levels to maintain appropriate class sizes and grade level configurations. **E**

Hears parent appeals of denied inter-district and intra-district attendance permits. **E**

Develops, implements, and monitors district policy related to intra-district and inter-district attendance requests. **E**

Monitors and develops intervention plans/programs to assist students not experiencing success. **E**

Monitors the district's counseling program. **E**

Coordinates, monitors, and provides training to implement programs and/or accommodations under Section 504. **E**

Attends conferences reads journals/papers, takes courses, and attends workshops to remain current concerning parent and student's rights, and furnishes leadership in determining direction and improvement with regard to parent and student issues. **E**

Assists with the development of the district's annual school calendar. **E**

Serves as liaison and participates with educational services leaders at the local, county, state, and/or national level. **E**

Engages in assigned research related to parent and student rights. **E**

Assists in the collection and interpretation of results data and the use of data to inform processes. **E**

Supervises schools and coaches and evaluates site administrators. **E**

Assists in implementing the District's vision. **E**

Supervises district coordinators or teachers on special assignment as assigned. **E**

Ensures compliance with all local, state and federal legislation mandates and policies. **E**

Oversees teacher and parent committees in the areas of responsibility. **E**

Provides technical expertise regarding assigned duties; formulates and develops policies and procedures. **E**

Makes presentations to the Board of Education, Superintendent's Cabinet, site personnel, and community groups. **E**

Communicates with other administrators, district personnel, and contractors to coordinate activities and programs, resolves issues and conflicts, and exchanges information. **E**

Supervises and evaluates the performance of assigned staff; interviews and selects employees, and recommends transfers, reassignment, termination, and disciplinary actions; plans, coordinates, and arranges for appropriate training of assigned staff. **E**

Develops the annual budget for the department; analyzes and review budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines. **E**

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

TRAINING, EDUCATION AND EXPERIENCE:

- Minimum of three years' experience as a school site principal.
- Masters' degree required.

LICENSES AND OTHER REQUIREMENTS: Valid California Driver's License; Valid California Administrative Credential.

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

Proficient ability to use a personal computer; software and databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, hand-held radio, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

KNOWLEDGE AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

Principles, problems and methods of public education and administration.
Instructional methodology, learning theory and practice, assessment.
A variety of effective staff development models.
Effective decision making models and group processes.
Local, state, and national curriculum frameworks and models.
Curriculum issues, trends and theories.
Personnel, fiscal, and organizational management relevant to assigned responsibilities.
Relevant state and federal regulations and procedures.
Applicable laws, codes, regulations, policies, and procedures.
Effective management practices and supervision techniques.
School district organization, operations, policies, and objectives.
Interpersonal skills using tact, patience, and courtesy.
Effective oral and written communication skills.
Technical aspects of field of specialty.
Operation of a computer related software.

ABILITY TO:

Work cooperatively and effectively with all segments of the educational community and the general public.
Lead and work collaboratively with TK-12 teachers and administrators with varying degrees of expertise and experience.
Provide process and product evaluation information to support decisions related to the improvement of instructional and categorical programs.
Use statistical software for measurement, testing, and evaluation.
Supervise and evaluate the performance of assigned staff.
Prepare comprehensive narrative and statistical reports.
Maintain current knowledge on trends and developments in the assessment, research, and evaluation field.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Analyze situations accurately, and adopt an effective course of action.
Work independently with little direction to meet schedules and timelines.
Operate a computer and related software.
Communicate effectively both orally and in writing to a variety of audiences.
Meet state and district standards of professional conduct as outlined in Board Policy.

LANGUAGE SKILLS:

Ability to read, write, hear and speak in English. Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Office environment; drive a vehicle to conduct work.

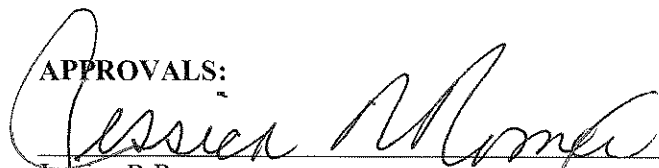
PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view computer monitors; sit or stand for extended period of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

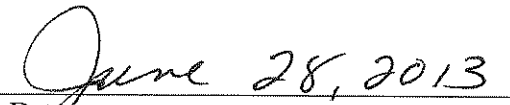
OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

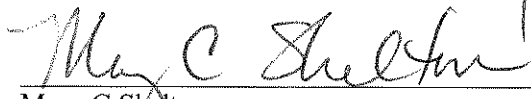
APPROVALS:



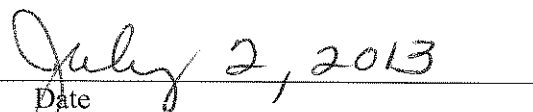
Jessica R. Romeo
Assistant Superintendent, Human Resources



Date



Mary C. Shelton
Superintendent



Date