

## **SAN RAFAEL CITY SCHOOLS**

### **DIRECTOR, STUDENT SUPPORT SERVICES JOB DESCRIPTION 225 DAYS – 50% Range F ESD/50% Range G HSD**

#### **Primary Function:**

The Director of Student Services will plan, develop, direct, monitor, and maintain the day-to-day operational and fiscal functions of K-12 Student Services. The position will provide guidance and leadership to assistant directors and program managers and in planning programs to meet a variety of special needs and review such plans to ensure compliance with State, Federal, and local regulations. The position works with site principals and other district departments in the planning, implementing, and coordinating programs and services including special education, Section 504 of the Rehabilitation Act, student discipline, student attendance, compliance requirements, health services, guidance and counseling.

**Directly responsible to:** Superintendent

#### **Responsibilities**

- Directs the operation and management of Student Service programs in compliance with federal and state laws, regulations, and District policies
- Develops a District plan for student services based on the assessed needs, goals, and philosophy of the Board of Education
- Directs and assists in the supervision of all special education programs in accordance with local policy, state and federal law and regulations
- Collaborates in the development of an annual budget based on assessed needs, District philosophy, District goals, and long and short-term objectives
- Keeps informed and provides information to the District on mandates and developments in the areas of student services and special education
- Serves as liaison with District legal counsel regarding student service compliance issues, regarding special education mediation and due process proceedings
- Establishes and maintains cooperative relationships with community agencies and organizations, and explores ways and means of using community and school resources to provide services to students
- Serves as the liaison between the District, other districts, associations, and state, county and regional government agencies regarding issues or special education, Section 504, compliance requirements and health services
- Provides a program of staff development for all special education and student services personnel including school-based guidance personnel; provides staff development services to regular educators upon request
- Operates through multiple District staffs and community groups to assist in staff selection and placement; to respond to professional and public need for information; to monitor the informal effectiveness of the educational program through personal contact; to plan for correction where necessary

- Provides leadership for development of district goals and objectives, evaluation design and dissemination format for special education and student services
- Assesses needs for additional special education and student services programs and makes recommendations accordingly
- Provides consultative services to schools in areas of special education and student services
- Supervises the selection, hiring, and training of Student Services supervisory and department-based staff and evaluates staff performance
- Directs the evaluation of the effectiveness of Student Services programs and prepares reports on program results jointly with planning and assessment staffs
- Provides for the collection and maintenance of attendance records for special education, student rosters, and related information
- Serves as representative of special education and student services on certain district councils and committees
- Serves as the District representative to Marin County SELPA and other county, state or national student services and special education organizations
- Performs other related duties as assigned

### **Desired Qualifications**

- Master's degree or equivalent training in educational and/or public administration
- Three years of administrative experience in educational administration at the district or county level for student services
- Previous experience in special education programs as a teacher or service provider
- Experience as a site level principal preferred
- Previous experience working effectively with culturally and linguistically diverse groups
- Successful experience in areas of conflict resolution
- Ability to use a consultative approach to resolving work related issues
- Ability to speak a language in addition to English (Spanish preferred)
- Previous experience in leadership, coaching, and teambuilding skills to strengthen and cultivate relationships
- Strategic and analytical thinking skills and the ability to apply deductive reasoning and draw conclusions in order to solve problems and facilitate decision-making processes
- Ability to continuously seek quality service and process improvements in order to support a mission and strategic vision
- Communicate effectively in the English language both orally and in writing
- Possess a California driver's license and be insurable
- California Administrative Services Credential

### **Staff assigned:**

Student Services Assistant Directors and Program Manager, school psychologists, appropriate classified and certificated personnel, and assigned support staff

### **Working Conditions**

The position works primarily in an office environment with occasional visits to schools. The usual and customary methods of performing the job's functions require the following physical

demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under a generally hazard free environment.