

## **Berkeley Unified School District**

### **Job Description - Director, Student Services**

#### **Primary Function:**

Under the Direction of the Associate Superintendent, the Director of Student Services directs the planning, development, organization, management, direction, and implementation of all aspects of Student Services programs of the District. Responsibilities include: child welfare and attendance, discipline procedures, grant-funded programs, guidance services, and school safety; assures compliance with laws, codes, and regulations related to Student Services; evaluates assigned personnel; and performs related work as required. Serves as part of the executive leadership of Educational Services and district custodian of student records.

#### **Supervisor:**

Associate Superintendent, Educational Services

#### **Minimum Qualifications:**

Any combination of education, training and/or experience equivalent to: Five years of successful work experience supervising school district state and federal programs; progressively responsible financial and systems auditing experience of acceptable level and quality; and demonstrated strong experience with cultural competence and equity.

#### **Education:**

Master's degree in Education, Education Administration, or related field.

#### **License, Certificates, Credentials and Other Requirements:**

Pupil Personnel Services Credential and/or Administrative Services Credential

Valid California Driver's License

Employment eligibility that may include fingerprints, tuberculosis and/or other employment clearance

#### **Knowledge, Skills and Abilities:**

Computer applications and electronic data management

Oral and written communication skills

Principles and practices of management

Applicable laws, codes, regulations, policies and procedures

District organization, operations, policies and objectives

Policies, objectives and terminology of assigned programs

Instructional programs at all levels

Knowledge and experience of school sites including policies and procedures

**Essential Duties:**

(Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements).

Organizational Vision and Planning: Leads the development of a shared vision of academic excellence, with a focus on equity and access, and sustains focus on student outcomes in the District.

- Oversight of programs designed to support Homeless (McKinney-Vento) and Students in Foster Care and students with 504 plans.
- Provides leadership and vision to ensure compliance in matters relating to student discipline and expulsion, alternative education, child welfare and attendance (SARB), health services, truancy programs, guidance services, and school safety.
- Collaborates with district staff, families, and the community in developing and implementing services and/or programs.
- Manages MOUs and Partnerships with universities and institutions of higher learning.
- Incorporates policies and procedures in accordance with laws and regulations.
- Guides, directs, and participates in serious discipline processes, including student suspensions and expulsions.
- Ensures that all practices in the district are legal and ethical for each student and family so that each student has the opportunity to achieve at a high level and be prepared for post-secondary success.
- Supervises and evaluates pupil services staff, including health services personnel and nurses.
- Provides direction, coordination, and guidance to the district's counseling services and outside contracted services, as needed.
- Organizes and conducts training opportunities for district staff, including School Security Officers.
- Oversees reference requests, Uniform Complaint Procedures and student-related subpoenas.

- Coordinates school-based mental health programs.
- Oversees school-site Safety Plans and district-wide emergency preparedness.
- Ensures optimal management of staff, including appropriate resourcing. Use supervision and evaluation to promote performance.

Community Engagement and Communications: Works effectively with parents and community members to promote shared ownership of the schools in the District. Builds a respectful culture that emphasizes high expectations for all principals, instructional leaders, staff, students, parents and community members.

- Oversees and updates the Parent-Student Handbook and annual notifications.
- Represents the District at local, state and national meetings and other activities; remains current on laws and regulations affecting programs under the supervision of the department and division.
- Builds strategic alliances with key community leaders as they relate to student wellness to understand and support instruction and student achievement.

Perform related duties as assigned.

### **Non-Discrimination in Employment**

The Berkeley Unified School District Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age marital status, pregnancy physical or mental disability, medical condition, veteran status, sex, gender, sexual orientation at any District site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.