

Position Title: **Director of Student Services**

General Description: Under the direction of the Superintendent or designee; plan, organize, control and direct District-wide Student Services operations and activities to meet the needs of students. Establishes, implements, and maintains all programs PreK-12, which serve all students. Provide leadership and management in administering, monitoring, coordinating and evaluation guidance/discipline services, health services and child welfare and attendance services.

Duties and Responsibilities: Administers the district's Student Services program PreK-12 including:

- Monitors and supervises procedures and protocols related to student behavior, school discipline, student handbooks, attendance, SARB, school safety, enrollment, etc.
- Provides consultation and technical expertise to District administrators, staff, and others concerning personnel standards, requirements, practices and procedures; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning student needs and behavior and related laws, codes, regulations and policies.
- Prepares and monitors budgets for student services related above programs.
- Administer I-20, school guardianship, inter/intra district transfers, and exemption processes and suspension and expulsion reports.
- Works collaboratively with the site administrators and law enforcement to plan, write, and implement School Safety and other safety plans.
- Oversees school safety drills and other site safety related tasks and activities.
- Assists with learning, monitoring, updating, and training for the District and State programs, laws, board policies, and administrative regulations related to student services.
- Assures due process for all students and their families.
- Acts as custodian of Records and provide mandated parent notification.
- Directs the development and management of court-ordered dropout prevention program and student discipline programs
- Conducts professional development and tabletop exercises for all staff related to student services and school safety topics.
- Oversees the health department by providing support and guidance to the staff, students, and parents.
- Works collaboratively with other departments to ensure facilities, student services, and safety compliance.
- Maintains current knowledge of laws, codes, regulations and pending legislature related to student services activities; modify programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.
- Communicates with administrators, personnel, parents, and outside organizations to exchange information, coordinates activities and programs and resolve issues or concerns.
- Operates a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Acts the District's Coordinator for Title IX, Title VI, Uniform Complaints and other related areas related to student and parents' complaints.
- Coordinates, attends, and conducts a variety of meetings and committees; present materials and information concerning Department programs, services, operations and activities; represent the District at local, regional and State meetings, conferences, in-services, boards, councils and events.
- Performs other tasks and duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Planning, organization and direction of District-wide Student Services and safety operations and activities.
2. Methods, procedures, policies, and terminology used in student services.

3. Federal and State law and procedures related to student conduct, discipline, SARB, suspensions, expulsions. Title IX, Title VI, Uniform Complaints, etc.
4. District Office organization, operations, policies, and objectives.
5. Budget preparation and control.
6. Oral and written communication skills.
7. Principles and practices of administration, supervision, collaboration, and training.
8. Applicable laws, codes, regulations, policies, and procedures.
9. Interpersonal skills using tact, patience, and courtesy.
10. Operation of a computer and assigned software.

Ability to:

1. Plans, organizes, controls, and directs District-wide Student Services and safety operations and activities.
2. Coordinates and directs communications, information, personnel, and resources to meet District wide students' needs and assure smooth and efficient Department activities.
3. Supervises and evaluates the performance of assigned personnel.
4. Monitors, evaluates, determines, and coordinates response to staffing needs for various departments.
5. Provides consultation and technical expertise concerning students' conduct and behavior.
6. Directs and participates in the recruitment, analysis, and hiring of appropriate staff.
7. Communicates effectively both orally and in writing.
8. Interprets, applies, and explains rules, regulations, policies and procedures.
9. Establishes and maintains cooperative and effective working relationships with others.
10. Operates a computer and assigned office equipment.
11. Analyzes situations accurately and adopt an effective course of action.
12. Meets schedules and time lines.
13. Works independently with little direction.
14. Plans and organizes work.
15. Prepares comprehensive narrative and statistical reports.

Directs the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION, EXPERIENCE, AND LICENSES:

1. Bachelor's degree and Valid Administrative Services Credential
2. Five years teaching or school site experience
3. Two years in an administrative capacity
4. Valid California driver's license

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment, which may be required of positions in this class. Benicia Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

1. Vision: (which may be corrected) to read small print and see small objects.
2. Hearing: Sufficient hearing to hear conversations in person and on the telephone, and hear sounds clearly up to 5 feet.
3. Speaking Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups.
4. Strength: to lift, push, pull, and/or carry objects, which weigh as much as 25 pounds on a frequent basis.
5. Smell: to distinguish strong odors.
6. Environmental Requirements: work alone; work inside as a primary assignment; work with interruptions.
7. Mental Requirements: to read and write English at a level necessary for job performance; make simple arithmetic computations; respond to emergencies and changes in schedules; plan work for self and others; keep records, follow schedules, and prepare routine reports.

8. This type of work requires occasional or frequent standing, walking, sitting, or reaching for extended periods of time.
9. Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate office equipment, and move about the work area and between work sites.