



Assistant Director of Student Services

Purpose Statement

The job of Assistant Director of Student Services is done for the purpose/s of assisting to direct the planning, development, organization, management, direction, and implementation of aspects of Student Services' programs of the District which may include alternative education, child welfare and attendance, discipline procedures, grant funded programs, guidance and social work services, Section 504 procedures, e-school, and school safety; assure compliance with laws, codes, and regulations related to Student Services; evaluates assigned personnel; and performs related work as required.

This job reports to Assistant Superintendent of Student Services

Essential Functions

Assists in leading, developing, implementing, and evaluating the effectiveness of alternative programs for at-risk students for the purpose of providing appropriate learning opportunities for at-risk students.

Assists to facilitate the enrollment of students into alternative programs and their return to regular programs for the purpose of ensuring appropriate transition planning and implementation.

Assists to conduct, and supervise various discipline and attendance hearings and coordinates all hearing panels for the purpose of ensuring due process in all cases.

Assists in guiding, directing, advising, and participating in serious discipline processes and problems, including student suspension and expulsion cases for the purpose of supporting school staff and ensuring due process rights.

Assists in directing the planning, organization, and coordination of the District's pupil attendance programs, including truancies and policies/procedures for the purpose of maintaining maximum student attendance.

Assists in overseeing the school safety and security programs including Probation Officers, School Resource Officers, School/Police Liaison, and Safe School's Advisory Committee for the purpose of ensuring a safe and orderly school environment.

Attends conducts and facilitates meetings as needed for the purpose of maintain current knowledge of new legislation and requirements.

Attends work regularly to fulfill duties specific to the assignment for the purpose of for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Coordinates and oversees counseling, social work, and nursing support services for students throughout the district for the purpose of providing specialized services to district students.

Coordinates with schools and other district departments for the purpose of maintaining communication and cooperation with schools and other district departments.

Coordinates and facilitates the development of the cooperative efforts between schools and other community agencies for the purpose of meeting the needs of all students.

Interprets, prepares, and disseminates information regarding education codes and legal mandates regarding attendance, student discipline, and due process for the purpose of ensuring District compliance with Federal, State, and District laws, policies and procedures.

Maintains and defines procedures for the District Safe and Orderly School Plan for the purpose of creating a safe and orderly student learning environment.

Participates in the preparation and administration of program budgets and reports as required for the purpose of ensuring the effective and efficient use of public monies and resources.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Plans, conducts, and organizes a variety of staff development opportunities related to child welfare services, attendance, student discipline, and school safety, etc. for the purpose of developing effective District Student Services staff.

Provides direction to assist in dropout prevention efforts for the purpose of encouraging and assisting students to receive an appropriate educational experience.

Provides timely and effective communications regarding incidents and/or situations, which might impact the District, its divisions, or schools for the purpose of maintaining or improving the external and internal image of the District, its divisions, and its schools.

Serves in numerous community outreach efforts with local government, for-profit, and non-profit agencies. for the purpose of maintaining effective communication and relationships with outside agencies.

Serves as a leader and general resource person in matters relating to student discipline, alternative education, and school safety for the purpose of ensuring a safe and orderly school climate.

Supports the District representative for parents and students who have complaints about District programs for the purpose of improving service to students.

Supports the District's Student 504 coordinator for the purpose of meeting compliance requirements and meeting student needs.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; instructional procedures and practices; age appropriate student activities; and stages of child development/ behavior.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data; diffusing argumentative behavior; maintaining confidentiality; working with frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational

objectives; managing major organizational components; determining the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Administrators Credential

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Not Rated

Approval Date

2/4/2022

Salary Grade

Lane 1