



Job Description
Director, Student Support Services

Job Type/Classification: Administrator
Compensation: Administrator Salary Schedule, Range 128
Reports to: Assistant Superintendent, Community Engagement and Accountability
Supervises: Manager, Health/Family Support Programs
CWA Administrators
Manager, Guidance

Position Summary:

To provide leadership and management in administering, monitoring, coordinating and evaluation guidance/discipline services, health services and child welfare and attendance services.

Essential Duties and Responsibilities:

- Provide leadership and coordination of all Student Support Services programs in the District.
- Keep informed of all legislative and State Department of Education requirements pertaining to Student Services.
- Provide legal interpretation of District, State and Federal regulations to school sites; provide legal updates to affected personnel.
- Interpret, maintain and monitor compliance with Board policies, administrative rules and regulations, State and Federal mandates, and due process on matters of student services.
- Develop and implement Board policies for Student Services.
- Direct the development, implementation and evaluation of Student Services programs and related services. Make presentations to the Board of Education regarding Student Services programs, as requested.
- Work cooperatively with other districts, county office and community agencies in providing for the needs of students. Provide liaison with community services, welfare and legal agencies.
- Select, assign, supervise and evaluate department credentialed and classified staff.
- Manage data systems in areas of dropout prevention, suspensions, expulsions, and transfers.
- Direct inservice experience for all department personnel and all site guidance and health services personnel.
- Assure due process for all students and their families.
- Represent the District at local, state, federal and regional conferences and meetings concerned with Student Services, as requested.
- Administer I-20, school guardianship, inter/intra district transfers, and exemption processes and suspension reports.
- Monitor crisis intervention system.
- Act as custodian of Records and provide mandated parent notification.
- Direct the development and monitoring of a comprehensive districtwide guidance service program addressing personal, social, educational and career development skills.
- Direct the development and management of court-ordered dropout prevention program and student discipline programs.
- Prepare reports as directed by the Assistant Superintendent and/or the Superintendent.



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- Participate as an active member of the Division of Educational Accountability and Educational Services teams to assess, plan and implement the District's educational goals and objectives.
- Attend Board and District meetings as appropriate.
- Assists in accomplishing campus, department and District goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties as assigned

Qualifications:

Education and Experience:

- M.A. Degree
- Five years of successful site administration

Licenses and/or Certifications:

- Appropriate California Administrative Credential, Pupil Personnel Credential in School Psychology, and site administrative experience.

Knowledge, Skills and Abilities

- Demonstrated leadership skills and organizational skills.
- Demonstrated written and oral communication skills.
- Ability to relate well to all members of the educational community.
- Physical and emotional stamina.

Terms of Employment:

- Work Year: 225 Days

Physical Demands and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly to walk; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 20 pounds, and occasionally lift and move up to 30 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

The information contained in this job description is for compliance with the Americans with Disabilities Acts Amendment Acts of 2008 (or ADA Amendments Act of 2008) and is not exhaustive of the duties performed or that may be performed by this position.

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pregnancy, physical or mental disability, medical condition, genetic information, veteran status, parental status, gender, gender identity, gender expression, sex, or sexual orientation in its employment practices.

Job Class:

Board Approved: 11/20/2014