



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Director of Student Services</b>
<b>REPORTS TO:</b>	Assistant Superintendent of Human Resources
<b>CLASSIFICATION:</b>	Certificated Management
<b>SALARY SCHEDULE:</b>	Certificated Management Salary Schedule
<b>WORK - YEAR / HOURS:</b>	222 days
<b>LOCATION:</b>	District office
<b>BOARD APPROVAL:</b>	June 12, 2013

### DEFINITION

Under the direction and supervision of the Assistant Superintendent of Human Resources, the Director of Student Services directs the planning, development, organization, management, and implementation of all aspects of Student Services programs of the district; assures compliance with laws, codes, and regulations related to Student Services; evaluates assigned personnel; and performs related works as required.

### DISTINGUISHING CHARACTERISTICS

- Strong communication (written and spoken) and interpersonal skills
- Ability to plan, prioritize and organize effectively
- Demonstrated leadership skills
- Understanding and knowledge of comprehensive site operations
- Experience with student interventions and behavior modification
- Ability to work as part of a team
- Experience with teacher observation and evaluation

### EXAMPLES OF DUTIES

1. Administer inter-district and intra-district (adjustment) transfer requests
2. Oversee the administration of address verification process
3. Prepare and disseminate the Parent Notification Letter and School Accountability Report (SARC)
4. Administration of the eighth grade matriculation process
5. Administration of the registration process
6. Oversee the administration of Open Enrollment
7. Assist the superintendent on special projects as needed (convocation, board meeting, commendations, etc.)
8. Supervise and oversee the Parent Coordinator position
9. Supervise and oversee the Attendance and Welfare position
10. Supervise and evaluate certificated and classified staff assigned to Student Services
11. Coordination and oversight of district summer school program
12. Oversee Health Services including district nurses, District Wellness, and MAA
13. Oversee alternative programs: Community Day School, Our Common Ground, Home and Hospital
14. Facilitate enrollment of students into alternative programs and their return to regular programs
15. Attend meetings to maintain current knowledge of new legislation and requirements; conduct and facilitate meetings as needed

16. Chair Administrative Vice-Principal meetings
17. Chair district expulsion hearing appeals
18. Participate in the preparation and administration of program budgets and reports as required
19. Serve as a member of staff, student, community committees as assigned by the superintendent
20. Insure the district's compliance with state and federal laws and regulations relating to the programs coordinated and/or supervised in the Student Services department
21. Attend Board of Trustee meetings as required and preside over such other meetings as the Assistant Superintendent of Human Resources designates
22. Maintain appropriate files and records and prepare and submit reports as required
23. Perform such other tasks and assume such other responsibilities as assigned

#### **QUALIFICATIONS**

B.S. (B.A.) and valid California Administration or Supervision Credential  
Master's degree preferred

#### **PHYSICAL REQUIREMENTS**

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays
- Hearing and speech ability sufficient to enable communication by telephone and in person
- Manual dexterity sufficient to use standard office equipment and supplies
- Physical ability to reach, bend and grasp
- Physical ability to sit or otherwise remain stationary at work post

#### **OTHER REQUIREMENTS**