

# LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** Director of Student Services

**CLASSIFICATION:** LMA

**REPORTS TO:** Assistant Superintendent or Deputy Superintendent

### **BASIC FUNCTION:**

The Director of Student Services reports to the Assistant Superintendent or Deputy Superintendent. The Director of Student Services manages the operation and administration of student services, including health services, enrollment, attendance, student transfers, child welfare and attendance services, and foreign student admissions, in addition to having responsibilities for matters pertaining to program evaluation and student discipline. The Director of Student Services will also provide responsible and complex administrative support to site administrators, district administrators, and the Superintendent.

### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Promote and implement district policies that promote student responsibility while protecting pupil welfare and student's rights.
- Project enrollments and related pupil data and ensure efficient utilization of existing facilities.
- Maintain constant supportive and positive relationships with community and staff.
- Provide administrative and organizational leadership for the district Child Welfare and Attendance (CWA) office. Assist in planning, organizing, and implementing policies, regulations, and procedures pertaining to CWA programs.
- Supervise and evaluate the Health Services programs.
- Assure appropriate procedures are followed in reporting suspected child abuse, neglect or maltreatment.
- Serve as a resource to school site principals in the development, implementation, management, and coordination of policies and programs which promote and maximize student attendance.
- Assist in the development and implementation of programs to prevent students' use of drugs, alcohol, or tobacco and/or gang involvement.
- Provide leadership for maintaining and improving attendance and disciplinary procedures in the individual schools of the District.
- Manage procedures for enrolling students and collecting and maintaining student demographic and emergency data.

- Coordinate the administration and enforcement of all matters pertaining to compulsory attendance, residency, guardianship, open enrollment, and intra- and inter-district transfers.
- Hear parent appeals of retention recommendations.
- Maintain primary district responsibility for assignment of students to schools based upon district policy and enrollment guidelines, including the diversion of students from one school to another due to impacted capacities.
- Hear parent appeals of denied inter-district and intra-district attendance permits.
- Develop, implement, and monitor district policy related to intra-district and inter-district attendance requests.
- Oversee, coordinate, and implement the School Attendance Review Board (SARB) process.
- Oversee the district response to incidents of habitual truancy and/or unlawful withdrawal from school.
- Serve as chief Administrative Hearing Officer in all district expulsion hearings and coordinate the student discipline review and hearing process.
- Provide expert assistance and legal updates to all school administrators relative to legal interpretation of the California Education Code and other codes involving CWA issues.
- Confer with, counsel, and advise CWA staff concerning attendance and welfare methods, techniques, and strategies.
- Manage appropriate implementation for all permit forms pertaining to students new to the district who are from foreign countries.
- Supervise the development and issuance of all student leaves of absence and work furloughs.
- Oversee and implement the McKinney-Vento Homeless Assistance program and acts as liaison.
- Assist in the development of district attendance and disciplinary policies and procedures.
- Maintain an accurate understanding of all alternative programs available to district students.
- Provide staff development programs for administrative and certificated staff in matters pertaining to CWA.
- Supervise and evaluates subordinate personnel.
- Assist the Livermore Police Department and Student Resources Officers with all truancy-related matters.
- Provide liaison with county and community agencies dealing with all matters related to CWA, homeless and foster youth.

- Provide training to school site administrators in the area of student attendance and student support programs as appropriate.
- Conduct home visits, if necessary, and other related activities to promote positive school attendance.
- Develop, maintain, and coordinate all district-wide reporting efforts pertaining to CWA requested by local, State, and federal agencies: CBEDS, drop-out data collection, severance of attendance, work permits, California Safe Schools Assessment, I-20/I538 reports, child abuse reporting, inter-district transfers, etc.
- Coordinate district-wide maintenance of all student records and the processing of materials from these records as requested by authorized persons and/or agencies.
- Prepare, update, and coordinate the annual distribution of the “parent and guardian rights and responsibilities notification” pursuant to Education Code 48980.
- Coordinate on-going school-site utilization of the student discipline data base to assure appropriate communication with teaching staff regarding inappropriate behavior committed by students.
- Attend Board of Education meetings, and advise the Superintendent and Board members regarding student expulsions, exclusions, and suspensions.
- Conduct research, prepare reports and agenda items, and make presentations to the district administrative team and Board of Education as assigned.
- Coordinate, monitor, and provide training to implement programs and/or accommodations under Section 504.
- Keep current with respect to parent and student’s rights, and furnishes leadership in determining direction and improvement to school administrators.
- Be an active member of appropriate administrative and other district committees and councils.
- Perform other duties requested by the Superintendent or Assistant Superintendent or Deputy Superintendent.

**SKILLS, KNOWLEDGE, AND ABILITIES:**

Knowledge of:

- Child welfare, discipline and attendance laws.
- District policies and procedures related to suspension, expulsion and involuntary transfer of students.
- Counseling and conflict mediation strategies.
- Alternative educational and intervention programs within and beyond the district.

- Due process requirements.
- Truancy prevention and drop-out recovery programs.
- Expertise with the California Education Code and student behavior.
- Instructional methodology, learning theory and practice, assessment.
- Effective management practices and supervision techniques.
- School district organization, operations, policies, and objectives.
- Current trends, research, and developments in the areas of student attendance and programs which support students and families in TK-12 education.

Ability to:

- Work cooperatively and effectively with all segments of the educational community and the general public.
- Supervise and evaluate the performance of assigned staff.
- Prepare comprehensive narrative and statistical reports.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Communicate effectively both orally and in writing to a variety of audiences.
- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Establish, foster, and maintain positive and harmonious working relationships with those contacted in the course of work.
- Meet State and district standards of professional conduct as outlined in Board Policy.

#### **MINIMUM QUALIFICATIONS:**

**EXPERIENCE:** Minimum five years teaching and three to five years of successful administrative experience with a record of leadership in an education setting. Two years of management and/or administrative experience, preferably at school site level and/or in the areas of student support programs/services and attendance.

**EDUCATION:** Master's degree or higher or equivalent. Valid California administrative credential is desirable.

**EQUIVALENCY:** A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

**REQUIRED TESTING:** Pre-employment Proficiency Test may be required.

**CLEARANCES:** Meet employment requirements as applicable with state, federal, local laws and Board Policy.

**TERMS OF EMPLOYMENT:**

- 12 month position - 220 work days
- Benefits: Medical, Dental, and Vision Benefits are provided by the District in accordance with current agreement between Livermore Management and Livermore Valley Joint Unified School District

**SALARY RANGE:** Leadership Team Salary Schedule

**FLSA STATUS:** Exempt

**Work Environment:** The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job performed in a generally clean and healthy environment.

**Completion by Human Resources:**

<b>Board Approval Date:</b> Pending Board Approval on September 3, 2024
( ) New Job Description/Reason: ( ) Reclassification ( ) Organization Needs
( X ) Revised Job Description
( ) Revised Salary Placement
<b>Change Effective Date:</b> September 3, 2024