

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Director, Student Services/ Alternative Education	<b>CLASSIFICATION:</b>	Non-Represented Management, Certificated
<b>SERIES:</b>	Director II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1977	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Student and Family Support Services	<b>SALARY:</b>	Range 17 Salary Schedule A
<b>REPORTS TO:</b>	Chief Accountability Officer	<b>BOARD APPROVAL:</b>	12-06-99
		<b>BOARD REVISION:</b>	09-15-05
		<b>BOARD REVISION:</b>	06-23-09
		<b>HR APPROVAL:</b>	06-11-10
		<b>HR APPROVAL:</b>	10-10-11

**BASIC FUNCTION:**

Plan, coordinate, control, and direct the activities of Student and Family Support Services, which includes Child Welfare and Attendance Programs and Services, Behavior Hearing Office, Student Services, and Student Records. Interpret and implement state and federal requirements; provide leadership in the development of district policies, regulations, and procedures for all segment levels; supervise and evaluate the performance of assigned staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Administer and supervise district student attendance and behavior through the Behavior Hearing Office and Child Welfare and Attendance. **E**

Develop, implement, and maintain district standards of student behavior. Specific functions include the development and distribution of a district behavior standards handbook which serves as a guide for site administrators and staff; develop parent/student handbooks for distribution at middle and high school levels; prepare and distribute letters to parents under the Superintendent's signature related to changes in district or legal standards of student behavior; and meet with district administrators. **E**

Maintain, store, and retrieve the district's student records. Specific functions include the development of mandatory, permanent student record forms; advise school site staff of maintenance requirements; coordinate the collection of active and non-active student records; microfilm required records; provide records upon request by authorized persons and by court orders. **E**

Attend Board of Education meetings, and advise the Superintendent and Board members regarding student expulsions, exclusions, and suspensions. Specific functions include the preparation of monthly student suspension summary reports for the Board; meet with the Board in closed session; prepare board agendas; represent the Board of Education at appeal hearings at the County Board of Education meetings. **E**

Hear parent appeals of denied inter-district and intra-district attendance permits. Specific functions include determination of validity of parent request; determine school site availability of programs and/or services; meet with parents; prepare and present Board agendas at the request of parents for Board hearings. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Develop, implement, and monitor district policy relating to intra-district and inter-district attendance permits. Specific functions include monitoring legislation; develop bulletins, letters, and forms for the district's staff and parents; meet with representatives from other school districts; monitor permits granted and denied; present permit data to the Board. **E**

Monitor legislative and judicial decisions related to parent's and student's rights, and inform the Superintendent, Senior Staff, and site administrators. Specific functions include inservice of administrators; involve legal counsel as necessary; annually prepare and disseminate Parent's/Guardian's Rights Notification, which reflects federal and state mandates; and serve as advisor to principals on matters of parent and student rights, as requested. **E**

Assist with the development of the district's annual school calendar. Specific functions include assistance to the Superintendent in the determination of a county-wide calendar; assist the district negotiator in calendar negotiations; distribute calendar summary; distribute attendance calendar; and distribute legal school months' memorandum. **E**

Develop the annual budget for the department; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Conference with staff as needed; suggest new approaches and concepts; and monitor departmental goals and objectives; model district standards of ethics and professionalism. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Bachelor's degree, and four years of certificated experience in public or private schools, including at least three years increasingly responsible experience in an administrative or supervisory position.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Possession of a valid California Teaching Credential and Administrative Services Credential are required

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

State and local laws about school attendance, discipline, transfers, student due process, and School Attendance Review Board (SARB).

Outside agencies available to serve needs of "at-risk" students, local law enforcement, and social services agencies.

Urban school districts and diverse student population.

Budget preparation and control.

District organization, operation, policies, regulations, and procedures.

Research methods and report writing techniques.

Applicable sections of the State Education Code, and other applicable laws, codes, regulations, policies, procedures, and objectives of assigned program and activities.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Evaluation approaches, strategies, and techniques.

Principles and practices of management, supervision, and training.

Operation of a computer and related software.

**ABILITY TO:**

Provide forceful support of district policies and procedures and existing laws.

Understand how various multicultural backgrounds and economic conditions affect child welfare and student attendance.

Work effectively with people in difficult situations.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively both orally and in writing to a variety of audiences.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Maintain current knowledge of programs rules, regulations, requirements, and restrictions.

Maintain records, and prepare comprehensive reports.

Organize and work with schools, parents, and community individuals and groups.

Analyze situations accurately, and adopt an effective course of action.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and related software.

Supervise and evaluate the performance of assigned staff.

Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**SAMPLE HAZARDS:**

Contact with dissatisfied or abusive individuals.

*(Former Classification: Director III, Student Services/Alternative Education)*

**HEALTH BENEFITS:** Management employees purchase their own health benefits with district-offered plans.