

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

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| TITLE: | Director I, Student Support, CARES Act | CLASSIFICATION: | Certificated Management (UPE) |
| SERIES: | Director I | FLSA: | Exempt |
| JOB CLASS CODE: | 9809 | WORK YEAR: | 12 months |
| DEPARTMENT: | Student Support and Health Services | SALARY: | Range 58 Schedule B |
| REPORTS TO: | Director III, Student Support Services | CABINET APPROVAL: | 10-07-2021 |

BASIC FUNCTION:

Under general supervision, the Director, Student Support, Coronavirus Aid, Relief, and Economic Security (CARES) Act (2020), plans, develops, monitors, evaluates, and administers programs and projects related to the onset and continuation of the COVID-19 pandemic. The Director will provide a continuum of school-based mental health and wellness services within SCUSD including oversight of school-based student support centers, District-wide Connect Center, and Homeless Services that promotes the overall well-being of all students under the direction of the Student Support & Health Services Director.

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 principal job elements.)

Provide leadership and management of District-level projects related to school-based mental health programs and student support services. **E**

Facilitate the implementation of the District’s policies and procedures that apply to school-based mental health and other related support services; coordinate the revisions to District policies and procedures, as necessary, to ensure that they are consistent with current requirements under applicable laws. **E**

Provide clinical leadership, supervision, and oversight to student support staff to ensure that services are delivered in a professional, ethical, culturally sensitive, clinically-sound, and strengths-based manner. **E**

Ensure that all grant and funding obligations are met including adherence to grant and/or contract terms, maintenance of proper client records, timely and accurate submission of data, production of needed reports, and communication with funders. **E**

Provide oversight of standards, policies, procedures, data and systems for quality control and accountability. **E**

Review paper and electronic files to ensure that the District’s complaint procedures and timelines are consistently being followed, and to identify any patterns and repeat offenders. **E**

Receive and respond to inquiries from students, parents, staff, administrators, and others regarding the District-wide continuum of school-based mental health and wellness services including Homeless and LGBTQ+ services. **E**

Hire, assign, train, supervise, and evaluate credentialed and non-credentialed staff. **E**

Collaborate with District staff to identify and apply for relevant grants designed to support and/or promote the health and overall well-being of at-risk students. **E**

Manage marketing and outreach efforts. **E**

Make written and oral presentations to parents, school staff, grantors, and community agency staff about services and supports. **E**

Effectively communicate and maintain positive relationships with school, District, and community stakeholders. **E**

Assist in the development and implementation of school-wide and community-wide events through coordination with existing District, School and community resources. **E**

Document, collect, analyze, and utilize data to assess needs and develop mental health and other support services. **E**

Responsible for the maintenance and security of confidential student records developed by staff; ensure adherence to all mandates regarding confidentiality of student records; and supervise the development and implementation of all District/department record-keeping, data collection, mandated reporting, and student or program evaluation requirements. **E**

Lead and work with school improvement initiatives that close student achievement and equity gaps between racial, ethnic, and economic groups. **E**

Provide a positive climate of interaction and communication between school staff, families, and the community. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor or master's degree with specialization in social work, counseling, psychology, health or education. Five (5) years of successful credentialed experience, agency experience, which involves program development, management, and supervision. Preferred experience working with at-risk students and families, special programs and working with people of diverse economic, ethnic and linguistic backgrounds.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Hold a current Administrative Services Credential and Pupil Personnel Services Credential issued by the California Commission on Teacher Credentialing. Preferred Licensed by the State of California as a Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), or Licensed Professional Clinical Counselor (LPCC).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Complex system organizations, school systems' functioning, and educational law.
- Curriculum and instruction, classroom and behavior management, and models for working with diverse populations, including students with disabilities and models for comprehensive school-based mental health practices including prevention supports and crisis interventions.
- Working with the social, emotional, physical, and mental health needs of children, adolescents and families.
- Supervision and management of staff.
- Concepts of culture and intersectional identity and an ability to relate to a variety of ethnic and cultural groups in an effective manner.
- Support services for students who are at-risk, low-income, and demonstrate low academic performance.

- Planning, organization, and coordination of all assigned programs.
- District organization, operations, policies, and objectives.
- Grant writing and budget processes.
- Applicable laws, codes, regulations, policies, and procedures related to assigned duties.
- Interpersonal skills and boundaries using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Operation of a computer and related software.

ABILITY TO:

- Plan, organize, control, direct, and provide leadership for District-sponsored student support services.
- Demonstrate positive working relationship with students, staff, parents, other professionals, and community partners.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Communicate effectively both orally and in writing.
- Prepare and present comprehensive narrative and statistical reports.
- Establish workload priorities and meet timelines.
- Plan and organize work.
- Supervise and evaluate the performance of assigned staff.
- Analyze situations accurately and adopt an effective course of action.
- Operate a computer and related software.
- Work independently with little direction, and make decisions within the framework of established guidelines.
- Collaborate with District and community partners.
- Meet District standards of professional conduct as outlined in Board Policy

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; K-12 school campuses; and drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information and make presentations; dexterity of hands and fingers to generate reports, grant proposals, and correspondence utilizing a computer; see to monitor activities, read documents, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and other items; and lift light objects.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District offered plans.