

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

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|------------------------|-------------------------------------|------------------------|---------------------------------------|
| TITLE: | Supervisor, Student Services | CLASSIFICATION: | Classified Non-Represented Supervisor |
| SERIES: | Supervisor III | FLSA: | Exempt |
| JOB CLASS CODE: | 1425 | WORK YEAR: | 12 Months |
| DEPARTMENT: | Student and Family Support Services | SALARY: | Range 19 Salary Schedule G2 |
| REPORTS TO: | Assigned Director | BOARD APPROVAL: | 04-02-01 |
| | | BOARD REVISION: | 09-22-03 07-30-09 |

BASIC FUNCTION:

Supervise, plan, organize, coordinate, and direct complex, advanced-level student services functions and activities requiring independent judgment and analysis; supervise, plan, organize, coordinate, and direct the issuance of inter- and intra-district permits, student records maintenance and distribution, determine school of attendance, and distribute and maintain work permits; supervise, train, mentor, 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.)

Supervise, plan, organize, coordinate, and direct complex, advanced-level student services functions and activities requiring independent judgment and analysis; supervise, plan, organize, coordinate, and direct the issuance of inter- and intra-district permits, student records maintenance and distribution, determine school of attendance, and distribute and maintain work permits. **E**

Supervise, train, mentor, and evaluate the performance of assigned staff, and participate in the interview and selection of new employees; process personnel records; make recommendations concerning staffing; discipline assigned staff according to district policies and procedures. **E**

Organize and compile documents and information for the final decision and signature on inter-district permits; advise staff and meet with parents and students on matters relating to inter- and intra-district permits. **E**

Coordinate and monitor the transfer in and transfer out of all active and inactive student records (K-8); coordinate the collection and processing of high school graduate and non-graduate records; supervise and monitor the storage, scanning, purging, and destruction of student records as required by federal and state law. **E**

Serve as district liaison between staff, attorneys, and the courts on student information subpoenas and court orders; advise staff and monitor compliance; seal student records upon receipt of court orders. **E**

Provide directory information to law enforcement agencies as required and other individuals and agencies as specified in regulations. **E**

Confer with attorneys representing or prosecuting parents and/or students involved in litigation of private or school-related issues who desire student information; advise and work closely with other departments regarding litigation pertaining to district students. **E**

Advise and participate in the in-service of district staff on the disposition, handling, and release of student records and regulations on student work permits. **E**

Meet with guardians regarding caregiver affidavits for K-12 students; organize and compile documents and information for caregiver affidavits for final signature to enroll. **E**

Assist district administrators with student due process issues as needed. **E**

Supervise the issuance of transcript copies on request to secondary schools, employers, and authorized individuals. **E**

Provide technical expertise to school sites, staff, and other departments regarding student services issues; conduct research to resolve the more difficult and complex issues; resolve problems and disputes in a courteous and tactful manner. **E**

Prepare and store documents using modern office equipment and technology, including computers, scanners, copiers, and electronic storage devices; compose miscellaneous reports independently, and prepare letters, memorandums, forms, and other documents as required. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with a major in public or business administration or a related field, and six years of increasingly responsible clerical, office manager, or child welfare and attendance experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

| | |
|----------------------|-------------------|
| Keyboarding | 60 Correct WPM |
| Word | 90% Overall Score |
| Excel or Access..... | 90% Overall Score |

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal and state codes and district regulations on student information.

Intra- and inter-district attendance permits and student work permits.

Information management and retrieval systems, and paperless electronic filing systems.

Technical aspects of field of specialty.

Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.

District organization, operations, policies, and objectives.

Research methods, report writing techniques, and record-keeping techniques.

Presentation, communication, and public speaking techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer, related software, and standard office equipment.

Principles and practices of effective supervision.

Health and safety regulations.

ABILITY TO:

- Supervise, plan, organize, coordinate, and direct the issuance of inter- and intra-district permits and maintenance and distribution of student records.
- Determine school of attendance, and distribute and maintain work permits.
- Supervise, train, mentor, and evaluate the performance of assigned staff.
- Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.
- Research, analyze, compile, verify data, and prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain confidentiality as appropriate.
- Understand and follow oral and written directions, procedures, functions, and limitations of assigned duties.
- Operate a computer and related software to enter data, maintain records, and generate reports.
- Communicate effectively, and maintain cooperative and effective relationships.
- Analyze situations accurately, and adopt an effective course of action.
- Work independently with little direction, and meet schedules and timelines.
- Compose correspondence and written materials independently.
- Utilize effective leadership skills that work well in a team setting.
- Lift light objects according to safety regulations.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; may drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information and make presentations; see to read, prepare, proofread documents, and monitor activities; sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lift light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

APPROVALS:

Carol Mignone Stephen, Associate Superintendent, Human Resource Services

Date

Susan E. Miller, Interim Superintendent

Date