

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Student Services/ Alternative Education	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Director III	FLSA:	Exempt
JOB CLASS CODE:	6030	WORK YEAR:	12 Months
DEPARTMENT:	Student and Family Support Services	SALARY:	Range 19 Salary Schedule A
REPORTS TO:	Chief Academic Officer	BOARD APPROVAL:	12-06-99
		BOARD REVISION:	09-15-05
		BOARD REVISION:	06-23-09
		HR APPROVAL:	06-11-10

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 u standards of student behavior; and meet with district administrators. **E**

Develop, implement, and monitor district policy relating to intra-district and inter-district attendance permits. parents; meet with representatives from other school districts; monitor permits granted and denied; present permit data to the Board. **E**

Senior Staff, and site administrators. Specific functions include inservice of administrators; involve legal counsel as ne state mandates; and serve as advisor to principals on matters of parent and student rights, as requested. **E**

Assist with the development of the d Superintendent in the determination of a county-wide calendar; assist the district negotiator in calendar negotiations; distribute calendar summary; distribute attendance calend 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 1(t)-4()JTJETBT1 0 0 1 50.4distributen1d4TJET

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 and Family Support Services-Student Records)

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