



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

June 2021

Board Approval: June 28, 2021

Director of Student Services

Definition

Under the supervision of the Assistant Superintendent, Educational Services, the Director of Student Services represents and advocates for students' social-emotional, academic, and behavioral well-being. Leads the planning, development, organization, management, direction and implementation of all aspects of the Multi-Tiered Systems of Support (MTSS) in the District to include Child Welfare and Attendance, Physical and Mental Health Services, Counseling, Foster Youth, and Homeless Youth. Provides an integrated approach to student support, by implementing systematic and effective principles of practice to improve student outcomes at the individual, group, school and district levels, paying particular attention to traditionally marginalized, foster youth, homeless youth and low income student populations.

Essential Duties and Responsibilities

- Coordinates and plans an integrated delivery of integrated supports within the Multi-Tiered Systems of Support (MTSS) to maximize student achievement at the school and district level;
- Supervises and coordinates the delivery of student support personnel including counselors, social workers, mental health interns, nurses, licensed vocational nurses and health clerks;
- Serves as the District foster youth and homeless coordinator and liaison;
- Assumes responsibility for working with other management personnel to develop and/or revise district policies and procedures aligned with the EducationCodes for maintenance of quality and effective child welfare attendance student records, and health services to include mental health and wellness services;
- Provides leadership in Mental Health and Wellness services and activities, including the oversight and coordination of the district's Mental Health and Support Services Advisory Committee;
- Directs activities to support programs of student attendance and discipline; confers with teachers, students, parents, and health and guidance staff concerning student needs;
- Monitors and supervises health services to include mental health and wellness, counseling, discipline, and attendance in K-12 schools in conjunction with staff to ensure inclusiveness, effectiveness, and appropriateness of student placement and support;
- Supervises general management of all attendance, guidance, health services to include mental health and wellness, counseling, and student services;

- Coordinates the District's Section 504 process in compliance with all applicable state and federal laws;
- Responsible for the Student Success/Study Team procedures, policies, training and implementation;
- Directs programs and activities for the delivery of pupil personnel services in the schools including welfare and attendance services;
- Provides leadership in safe school and violence prevention program activities and services;
- Directs the implementation of federal, state, and District laws, regulations, and policies and procedures pertaining to attendance, guidance, and alternative education and assists them to achieve compliance;
- Implements the District's comprehensive recruitment and retention and evaluation program for department certificated and classified personnel;
- Provides professional development activities for certificated and classified staff in specialized areas;
- Establishes, distributes, and expends within budgetary restrictions, financial resources under his/her assigned classifications;
- Selects, assigns, in-services, and evaluates all assigned personnel;
- Assists in establishing and coordinating community resources including the development and implementation of interagency agreements which may provide support to students whose special problems are affecting school adjustment;
- Serves as District custodian of records and directs procedures for the development, maintenance, and destruction of records containing personal information about students;
- Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes, and other applicable laws and regulations;
- Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment;
- Evaluates certificated and classified personnel;
- Assists the supervisor in carrying out other duties and responsibilities as directed.

Required Qualifications

- Possession and maintenance of a valid California preliminary or professional clear multiple or single subject teaching credential authorizing service as an elementary or secondary teacher and/or a clear Pupil Personnel Services credential;

- Possession and maintenance of a valid California administrative credential authorizing service as an administrator;
- Three to five years educational leadership experience.

Preferred Qualifications

- Master's Degree from an accredited institution of higher learning, preferably in administration or a closely related field;
- Three or more years of successful teaching or counseling experience;
- Experience as a school principal is desirable;
- Pupil Personnel Services Credential is desirable;
- Bilingual preferred.

Knowledge of

- Principles, practices, trends, goals, and objectives of public education;
- Philosophical, educational, fiscal, and legal aspects affecting the Student Services Department, including Child Welfare and Attendance, Health Services to include mental health and wellness, counseling, and Student Records;
- Organization, management, planning, and evaluation strategies, techniques, and procedures; research and development strategies, policies and techniques;
- District organization, operations, policies, and objectives;
- Current applicable laws, regulations, codes, policies, and procedures;
- Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

Ability to:

- Plan, organize, coordinate, and direct the District Student Services programs, including Child Welfare and Attendance, Health Services to include mental health and wellness, counseling, and Student Records;
- Plan, organize, develop and implement budget planning and expenditure control;
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective;
- Evaluate and analyze complex problems, issues and concerns, recommend appropriate alternative solutions, and make effective and timely decisions;
- Establish and maintain cooperative organizational, public, and educational community relationships;
- Interpret, apply, and explain rules, regulations, policies, and procedures;
- Supervise the performance of assigned staff;
- Demonstrate effective communication skills both orally and in writing.

This position will be paid on the appropriate step of the Certificated Management salary schedule:

- Range I-200
- 223 work days
- 12 months