

Director, Student Services

Purpose

The job of Director, Student Services, is done for the purpose/s of directing and implementing the activities and operations of the Student Services Department; coordinating assigned activities with other County Office and School District departments and outside agencies; providing responsible and complex administrative support to the County Office; and supervising the performance of personnel.

This job reports to Executive Director, Equity & Support Services

Essential Functions

Collaborates with others (e.g. serves as liaison to County school districts and other county offices of education in areas related to student services; explains and interprets programs, policies and activities, etc.) for the purpose of implementing and maintaining services and/or programs.

Coordinates program components, support needs and materials (e.g. negotiates contracts with vendors, coordinates Student Services work plans, assigns projects and programmatic areas of responsibility, reviews and evaluates work methods and procedures, etc.) for the purpose of meeting district and/or grant/program guidelines.

Develops and prepares the annual preliminary budget for assigned budget(s) (e.g. analyze and review budgetary and financial data, control and authorize expenditures, etc.) for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.

Facilitates and participates in meetings, workshops, trainings, and seminars (e.g. presentations; county office representative on various boards, commissions or other group meetings; member of Superintendent's Cabinet, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Maintains a variety of manual and electronic files and/or records (e.g. narrative and statistical reports, records, and files, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.

Prepares a variety of program-mandated reports for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.

Presents information to district and Community groups (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.

Provides technical expertise, information and assistance to the Superintendent regarding assigned functions (e.g. assist in the formulation and development of policies, procedures and programs; identify resource needs; recommend and implement policies and procedures, etc.) for the purpose of establishing appropriate service and staffing levels and allocate resources accordingly.

Researches, writes and presents grant information for the purpose of securing alternative funding.

Supervises the performance of assigned personnel (e.g. recruitment, employee selection, recommend changes in assignment, coaching, etc.) for the purpose of meeting the ongoing staffing needs of the program.

Collaborates with a wide variety of internal and external groups (e.g. department heads, auditors, district, county government, community organizations, regulatory agencies, etc.) for the purpose of implementing program components; creating long and short term plans; and addressing organizational goals/priorities.

Compiles data from internal and external sources (e.g. conducts a variety of organizational studies, investigations, operational studies, administrative/analytical and other special projects assigned by the Superintendent or Designee, etc.) for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.

Coordinates and conducts Professional Learning experiences for teachers and administrators for the purpose of providing information on current trends, educational and regulatory changes and meeting professional growth requirements.

Develops the annual preliminary budget for assigned budget(s) (e.g. analyze and review budgetary and financial data, control and authorize expenditures in accordance with established limitations, etc.) for the purpose of ensuring allocations are accurate, revenues are recorded, expenses are within budget limits and fiscal practices are followed.

Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintaining services and/or programs.

Facilitates meetings that frequently involve a range of issues (e.g. personnel and financial procedures, regulatory requirements, requests from outside agencies, interdepartmental needs, etc.) for the purpose of communicating information, developing recommendations, guiding and supporting other staff, and serving as district representative.

Manages and directs the activities and operations of Student Services department (e.g. program development, services to County Office programs and districts inter-agency resource development, grant writing and public relations programs, services, and functions, etc.), including alternative education, for the purpose of achieving organizational objectives while complying with established requirements.

Performs a variety of personnel administrative functions (e.g. employee selection, coaching, performance evaluation, staffing formulas, reductions in force, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: planning, organization and direction of student services activities and support services; principles and practices of college and career readiness and services to AB109 clients and incarcerated students; current trends, research and development in the areas of student learning student needs and institutional responses; concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; and issues relating to at-risk youth;.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based

competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations.

Experience: Job related experience within a specialized field is required.

Education: Bachelor's degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
Administrative Services Credential

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

1/15/19

Salary Grade

120