

## **SANTEE SCHOOL DISTRICT**

### **DIRECTOR OF PUPIL SERVICES AND STUDENT WELL-BEING**

#### **JOB SUMMARY:**

Under the direction of the Assistant Superintendent of Human Resources and Pupil Services, the Director of Pupil Services and Student Well-Being plans, organizes, directs, and evaluates pupil services functions including: safe and positive school environment, student attendance, mental health and counseling services, custodian of records, social-emotional learning; and ensures District compliance with all pupil services related State and Federal statutes and mandates.

The Director of Pupil Services and Student Well-Being serves as the District's liaison between the District and the Sheriffs' Department, the County Probation Department, the San Diego County Office of Education (SDCOE), and the East County School Attendance Review Board (SARB).

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

1. Develops and implements short and long-range plans to enhance existing programs and introduce new programs that align with district goals.
2. Plans, organizes, and directs social-emotional services for students, including mental health and counseling.
3. Coordinates a comprehensive, Multi-Tiered Support System (MTSS) with other District personnel.
4. Coordinates Federal, State, District, and County programs related to behaviorally at-risk children and youth.
5. Designs, plans, coordinates, and provides professional learning for administrative team regarding attendance improvement, student behavior, bullying prevention, social-emotional learning, intervention programs, and other pupil services department responsibilities.
6. Serves as chair of assigned committees and guides the implementation of action steps.
7. Reviews and provides guidance to schools and departments in the annual development of comprehensive school/department safety plans.
8. Reviews and oversees suspensions, administrative hearings, expulsions, and student discipline appeals.
9. Monitors and analyzes State and local measures related to attendance and student well-being to identify trends and focus areas.
10. Develops and ensures implementation of systems for improving student attendance and reducing chronic absenteeism.
11. Coordinates documentation and activities related to attendance such as School Attendance Review Board (SARB), School Attendance Review Teams (SART) meetings, and District Attendance Review Team (DART). Initiates and attends SART, DART, and SARB meetings.
12. Researches relevant topics related to pupil services programs and remains current on best practices and legal requirements governing student behaviors and school law.

## **DIRECTOR OF PUPIL SERVICES AND STUDENT WELL-BEING (CONT.)**

13. Serves as liaison for law enforcement, probation, and youth related services.
14. Assigns and supervises home/hospital teachers.
15. Serves as the Principal of the Santee Success Program.
16. Consults with site administrators on a regular basis regarding student needs.
17. Establishes procedures for placement, evaluation, assignment and review of students with regard to the full continuum of pupil support services and programs for at-risk students.
18. Consults with parents regarding student behavior, attendance, and truancy.
19. Assists staff and parents in resolving issues concerning areas of responsibility.
20. Interprets policy, procedure, and school law to parents and staff, and provides leadership regarding the implementation of student support programs.
21. Develops budget recommendations. Monitors and manages expenditures for assigned programs.
22. Provides technical expertise, information, and assistance to the Superintendent and Executive Council regarding areas of responsibility.
23. Assists in the development of policies, procedures, and programs.
24. Advises the Superintendent and Executive Council regarding pupil services trends or issues and recommends appropriate action.
25. Performs other related duties as assigned.

### **EMPLOYMENT STANDARDS:**

Education: Master's degree required.

Experience: Minimum of five years of successful experience as a teacher at K-8 level or pupil services specialist. Successful experience as a school administrator required. District office administrative experience desirable.

Credential(s): Appropriate California teaching and/or services credential authorized for grades K-8 and administrative credentials.

Knowledge and Abilities:

- Oral and written communication skills
- Plan and organize work
- Meet schedules and timelines
- Tact, patience, and courtesy when interacting with others
- Establish and maintain cooperative and effective working relationships with others
- Multi-Tiered Support System (MTSS), including social-emotional learning
- Suspension and expulsion due process laws and procedures
- Attendance improvement processes and procedures

## **DIRECTOR OF PUPIL SERVICES AND STUDENT WELL-BEING (CONT.)**

- Learning theories and practices of student behavior programs
- State and Federal laws, codes, and regulations related to assigned areas
- Work effectively with other administrators, governmental agencies, community organizations, parents and citizen groups
- Effectively present oral and written reports
- Understand physical, emotional and social disabilities, causes and conditions, and the application of educational resources to assist in the development of the child
- Investigate, analyze, and assure proper and timely resolution of issues, disputes, and conflicts

### **WORKING CONDITIONS:**

#### Environment:

- Office environment
- Driving a vehicle to conduct work
- Constant interruptions
- Evening or variable hours

#### Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information

BOARD ADOPTED: May 1, 2018