

DIRECTOR OF STUDENT SERVICES

BRIEF DESCRIPTION OF THE POSITION

The Director of Student Services, under supervision of the Assistant Superintendent of Educational Services, will serve as an integral team member responsible for the development and implementation of programs and improvement strategies across all schools.

DUTIES and RESPONSIBILITIES

- Develops and articulates the District's mission, instructional philosophy, goals, and objectives using collaborative processes and problem-solving techniques;
- Directs and coordinates teachers and administrators in developing school-wide goals, objectives, assessment instruments, and monitoring systems pertaining to attendance and discipline;
- Act as transitional principal at University Elementary School;
- Administers the District's student services program with regard to attendance, discipline procedures including suspension, and expulsion;
- Administers the District's categorical programs;
- In collaboration with the Business Department, monitors and supervises the student information system and CALPADs data collection and reporting;
- Assists school administrators in implementing district policies and procedures regarding student services and categorical programs;
- Conducts workshops, orientations, and a variety of staff development and training activities pertaining to attendance, discipline, and categorical programs at the district and site levels;
- Serves as the district resource for questions and concerns regarding district student services and categorical programs;
- Administers the District's student enrollment process including parent outreach and marketing efforts and the intra- and inter-district enrollment programs;
- Coordinates and supervises the District's annual parent, staff, and student climate survey;
- Coordinates and supervises the District's drug education program;
- Coordinates and administers the District's school safety and violence prevention program;
- Coordinates and administers the District's school crime assessment program;
- Serves as a liaison between school system and various community agencies regarding student services and programs;
- Serves as the District resource for campus safety issues;
- Coordinates and administers the District's GATE, District English Learner Advisory Council, Parent Advisory Committee, transitional kindergarten, and music programs;
- Assists in coordinating district instructional technology integration into teaching and learning K-12;
- Assists in providing leadership and administrative support for the development and implementation of instructional and intervention programs and plans, including the Local Education Agency Plan and Local Control Accountability Plan;
- Assists the Assistant Superintendent of Educational Services in carrying out other duties and responsibilities as directed;

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

EDUCATION and/or EXPERIENCE

- A valid California Administrative Services Credential
- Minimum five years successful teaching experience
- Successful experience as a site principal
- M.A. or Higher

LANGUAGE SKILLS

Ability to prepare and complete and concise verbal and written reports

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw conclusions. Ability to interpret a variety of information furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk; reach with hands and arms; and stoop, kneel, crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.