

Culver City Unified School District

Director of Pupil Personnel Services

Description of Position

Under the direction and supervision of the Assistant Superintendent -- Educational Services, the Director of Pupil Personnel Services provides leadership for planning and coordinating the District's pupil services to include special education, counseling and psychological services, health services and child_welfare and attendance. The Director of Pupil Personnel Services coordinates the following procedures: attendance, permits, student discipline, Section 504, and summer enrollment.

Major Duties and Responsibilities

1. Coordinate and maintain district enrollment and permit data.
2. Coordinate ongoing enrollment for all school sites during the summer.
3. Administer Inter-District and Intra-District transfers.
4. Provide parents and/or students with various permits, declarations, applications, and affidavits.
5. Assist with the implementation of laws related to student welfare and attendance.
6. Serve as a resource person for pupil personnel committees (i.e. discipline, due process, Administrative Hearings, permit appeals, SARB, etc.) by facilitating communications, preparing reports and compiling research.
7. Oversee the work of district nurses, health technicians, home and hospital teachers, social workers, and other personnel when assigned to render pupil services.
8. Coordinate district health services and ensure appropriate maintenance of health records.
9. Provide technical expertise to site administrators and attendance office staff on pupil services issues.
10. Supervise pupil services including child welfare and attendance and prepare various required reports related to pupil services.
11. Develop and monitor pupil services budget.
12. Implement and monitor regulations related to student records, student and parent rights and responsibilities.
13. Implement and monitor school attendance procedures.
14. Assist the school sites with procedures and interventions to improve the attendance of students who are habitual truants or have irregular attendance.
15. Coordinate and work with school site personnel on School Attendance Review Team (SART) and School Attendance Review Board (SARB) meetings.
16. Coordinate SARB referrals from the school sites, review files for SARB hearings, and maintain SARB records and documentation.
17. Chair School Attendance Review Board 13, encompassing boundaries of Culver City and Beverly Hills.
18. Coordinate with the sites, the processing of truancy petitions.
19. Recommend referral of children and/or parents whose children are in violation of compulsory attendance laws.
20. Implement and monitor student disciplinary procedures.

21. Update the suspension/expulsion process and information for site administrators.
22. Guide, direct, and advise all site administrators on suspensions/expulsions and participate in critical discipline cases, including student suspension and expulsion cases.
23. Coordinate and chair expulsion hearings.
24. Coordinate professional development activities for pupil services staff related to child welfare and attendance and student discipline issues.
25. Attend meetings regarding pupil services and child welfare and attendance functions.
26. Act as liaison with community agencies and organizations concerned with children and youth.
27. Facilitate the printing and distribution of the Annual Notification of Parent Rights and Responsibilities.
28. Assist in the development of Board policies and administrative regulations relating to child welfare and attendance, pupil services, and special education.
29. Serve as the district's foster student liaison (e.g. school transfer; proper transfer of credits, records and grades; transportation; meals) for the purpose of ensuring and facilitating proper school placement, enrollment and checkout.
30. Serve as the district's homeless student liaison (e.g. family identification; transportation needs; family insurance needs; academic needs; student information processes; family data; food service needs) for the purpose of addressing the immediate needs of homeless students to include school enrollment and access to services at all sites.

Demonstrates Ability To

- Communicate effectively in English and Spanish (preferred) both orally and in writing.
- Establish and maintain cooperative working relationships.
- Analyze complex problems and issues, and participate in the determination of alternative solutions and decisions.
- Provide leadership in coordination of pupil services and oversee special education.
- Perform evaluations when necessary to maintain compliance, and offer crisis counseling as needed.
- Work with students and adults in an advisory capacity.
- Exercise responsible judgment and individual initiative without necessity of close supervision.
- Be flexible and adapt to multiple work environments.
- Operate a personal computer and other office equipment.
- Respect confidential information.
- Work with many interruptions.
- Meet schedules and timelines.
- Maintain records and prepare various reports, including confidential materials.
- Other related duties as assigned.

Minimum Qualifications

- Masters Degree
- Valid California Administrative Services Credential

Desirable

- Pupil Personnel Services Credential or Certificate
- Successful experience as a teacher, school psychologist, or program specialist
- Three (3) years experience in an administrative_or district level position

WORKING CONDITIONS

ENVIRONMENT:

- Office environment: subject to driving to conduct work: subject to constant interruptions.

PHYSICAL ABILITIES

- Dexterity of hands and fingers to operate a computer; office equipment and motor vehicle; sitting or standing for extended periods of time; driving from place to place; hearing and speaking coherently to exchange information; vision to read documents.

HAZARDS:

- Exposure to potentially volatile and emotional students and parents/guardians.