

# HUNTINGTON BEACH CITY SCHOOL DISTRICT

## POSITION SPECIFICATION

### DIRECTOR, STUDENT SERVICES

#### **DEFINITION**

Under the direction of the Assistant Superintendent, Educational Services, provide leadership and direction to the District's Student Services Department including special education and Child Welfare & Attendance

#### **REPRESENTATIVE DUTIES:**

Direct and monitor the Student Services programs including Pupil Personnel, Special Education and Child Welfare and Attendance.

Insure compliance with state and federal regulations in areas of responsibilities.

Consult with teachers, psychologists and administrators regarding articulation and alignment of Special Education instructional practices, programs and materials.

Evaluate and interpret assessment data and make educational, behavioral and placement recommendations.

Monitor legal issues to include mediation and due process.

Consult with other agencies and professionals, both private and public, regarding educational programs for students.

Assist in development of budget recommendations and provide expenditure control on established budgets for special education.

Serve as District representative to WOCCE Director's Meetings, WOCCE Superintendent's Council, and County meetings.

Provide consultation in 504 process.

Serve as community liaison and coordinator of activities of the Community Advisory Council (CAC) for Special Education.

Coordinate and administer the District's Child Welfare and Attendance services and support, including Student Attendance Review Board (SARB).

Coordinate suspension/expulsion processes and procedures and serve as the district representative at expulsion hearings.

Assist in determining staff needs in Student Services programs.

Provide consultation, support and technical assistance to site administrators and district staff on all legal matters relating to students, including custody, discipline, attendance and child protective services.

Serve as a liaison to appropriate law enforcement, social service agencies, and Orange County Department of Education in matters relating to students.

Serve as District liaison for foster and homeless students.

Develop and implement programs and services and provide related staff development and parent education activities as needed.

Assist in development of budget recommendations and implement and monitor expenditure controls on established budgets.

Provide information, reports and consultation with the Superintendent's cabinet.

Prepare appropriate agenda items for meetings of the Board of Trustees.

Attend Board of Trustees meetings in order to make reports and generally assist the Assistant Superintendent and Superintendent.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Human relationships and team building methods and techniques.
- Public speaking.
- Instructional methodologies, strategies, and curriculum standards.
- Curriculum design.
- Recent research findings related to student learning programs and services.
- Organizational, planning, and program management strategies, techniques, and procedures.
- Assessment and evaluation strategies.
- Effective staff development programs and strategies.
- Grant writing processes.
- Budget preparation and control.
- Board and District policies, procedures, and regulations.
- Community resources.
- Oral and written communication skills.
- Basic computer operation.

### **Ability to:**

- Establish and maintain effective communication and strong, cooperative working relations with community, business, government, higher education, parent, and school representatives.
- Plan, implement, direct, and evaluate instructional programs in accordance with applicable rules and regulations.
- Coordinate a variety of programs and schedules.
- Seek appropriate resources for pupil services programs.
- Train, supervise, and evaluate staff.
- Implement collaborative team building processes.
- Plan and organize work.
- Analyze situations and plan and adopt effective courses of action.
- Read, interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain accurate records.
- Prepare clear, concise, and complete reports.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.

### **Education and Experience:**

Master's degree in education or related field, five years of successful teaching experience, and three years of successful experience in a responsible administrative position performing related functions.

### **Other Requirements**

- Valid California Teaching Credential.
- California Administrative Credential.
- Possession of a valid California driver's license.
- Completion of fingerprinting is required prior to the first day of work.

### **Condition of Employment:**

Insurability by the District's liability insurance carrier.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

This position classification performs light work that involves some lifting and sitting a major portion of the time, with some walking and standing for extended periods of time. Incumbents may be required to lift, pull or push objects up to fifteen (15) pounds. This position requires accurate perceiving of sound; near and far vision with the ability to read small print; depth perception; mobility to reach and bend; dexterity in working with computers; and the providing of oral information and direction.

The noise level in the work environment is usually quiet. The work environment is generally at the district office and includes visits to school campuses. This position has frequent interruptions and frequently works independently with high work volume and tight deadlines.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

9/2005