

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-PREVENTION/INTERVENTION

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Student Services, plan, organize, control and direct the implementation, maintenance and development of District Prevention/Intervention Programs to meet the educational, social services and specific needs of families, children and staff; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, control and direct the implementation, maintenance and development of District Prevention/Intervention Programs to meet the educational, social services and specific needs of families, children and staff; work collaboratively with parents, site administrators and District office personnel in the development, implementation and evaluation of Prevention/Intervention programs.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Establish collaborative relationships with other District and community programs and agencies; assure students, families and staff have access to support programs; maintain a current directory of school, District and community services available to meet the social and personal needs of students, families and staff.

Plan, organize and implement long and short-term programs and activities designed to enhance assigned programs and services; establish annual program goals and benchmarks for Prevention/Intervention programs to support the goals of Student Services and Education Services departments.

Provide support to school site and Educational Services personnel in areas related to Prevention/Intervention services.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare assigned budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; provide management of specific budgets and fiscal accountability to grant requirements.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Prevention/Intervention programs of the District.

Goals, objectives and related aspects of Prevention/Intervention programs.

Urban schools and issues affecting the welfare of urban youth.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the implementation, maintenance and development of District Prevention/Intervention Programs to meet the educational, social services and specific needs of families, children and staff.

Supervise the performance of assigned personnel.

Establish collaborative relationships with other District and community programs and agencies.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: master's degree in a related field and three years of certificated experience in a public or private school.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential.

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.