

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR STUDENT SUPPORT & HEALTH SERVICES

BASIC FUNCTION:

Under the direction of the Superintendent of Schools or his designee, provide leadership, management and coordination of the overall functions for the Student Support and Health Services Department.

The Director of Student Support & Health Services is responsible for the leadership and coordination of programs that support and encourage the academic success of at-risk students by providing or facilitating assistance in the areas of mental and physical health and well-being.

Establish Student Support & Health Services department goals for academic achievement, student housing, teacher empowerment, student attendance, school climate, parent and community relations, and district management of resources for all students at risk.

ESSENTIAL FUNCTIONS:

Plan, develop, organize, implement, execute, and supervise all programs in the District for psychological services, 504 compliance, health services, prevention grant programs, School Attendance Review Board (SARB) and assume full responsibility for all suspension/expulsion due process proceedings.

Plan, organize, control, and direct all additional student support and health services relating to;

Advise the Chief of Police Services, Superintendent, Board of Education, and others on all matters relating to the functions of Student Support & Health Services.

Direct the development of Board policies related to Student Support & Health Services.

Actively participate and contribute as a member of the District Management Team.

Attend all regular meetings of the Board of Education representing the Student Support & Health Services Department.

Prepare timely and concise reports and recommendations for the Superintendent and Board of Education, including comprehensive financial and program data for all aspects of Student Support & Health Services.

Monitor and review existing and proposed laws and legislation related to the functions of Student Support & Health Services.

Work closely with Legislators, State officials, local government officials, and citizen committees to influence the revision and/or adoption of laws and the passage of revenue measures which promote the best interest of education and the school district.

Develop and implement all appropriate and necessary preventative services for students at risk Pre-K through 12th grade levels.

Supervise the evaluation of all department managers, specialists, psychologists, nurses and support staff certificated as well as classified.

Recommend classified and certificated personnel for employment within Student Support and Health Services.

Others duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Board policies related to Student Services.

Principles and practices of modern management.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Ensure all Student Services programs and activities are operated within the limits and intent of state and federal law.

Advise the Superintendent, Board of Education and others on all matters relating to the functions of Student Support & Health Services.

Direct the development of Board policies related to Student Support & Health Services.

Coordinate health and psychological services for special education students with the Director of Special Education.

Coordinate and facilitate identified advisory councils in student support and health service areas of interest.

Serve as a member of the District Management Team.

Attend all regular meetings of the Board of Education.

Prepare and submit reports and other documents.

Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel.

Establish preventative services procedures for K-12 levels.

Select, train, supervise and evaluate staff relative to program objectives.

Work cooperatively with leaders of other administrative programs.

Communicate effectively both orally and in writing.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

See to read a variety of materials.

EDUCATION AND EXPERIENCE:

Master's degree or the equivalent and management experience with progressively increasing responsibility. Experience in K-12 educational programs serving both general education and special education students.

LICENSES AND OTHER REQUIREMENTS:

Appropriate California Teaching or Professional Services Credential.

Administrative Services Credential.

WORKING CONDITIONS:

Office environment.