

MODESTO CITY SCHOOLS

JOB DESCRIPTION

DIRECTOR-STUDENT, PARENT AND COMMUNITY SUPPORT SERVICES

DEFINITION:

Under the direction of the Superintendent, plan, organize, control and direct District student, parent and community support services and community outreach services; establish site and District partnerships with business, industry, service providers and community organizations; direct District community and student services, including program development, implementation and evaluation; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct District support services; develop, cultivate and sustain partnerships with local and regional businesses, industry representatives, community organizations, and community resource and service providers to build capacity for mentoring, internships, and apprenticeship opportunities and business-education collaboration.
- Collaborate with the development of a comprehensive District prevention and intervention approach to keep students on track and reduce student expulsions and dropouts, and create fiscally feasible programs to meet these ends; research and identify applicable grants to promote and facilitate the goals inherent in this position.
- Collaborate and cultivate relationships with colleges, vocational schools and universities in education and outreach program development; develop, administer and coordinate educational activities, programs and events that attract students, parents and local community interest.
- Serve as liaison between the District and the community relative to exploration of diversity issues and implementation of programs and services involving students and parents; represent District on boards, commissions and committees addressing community issues.
- Work with District divisions in the recruitment of employees from underrepresented groups and to increase the participation from underrepresented groups in existing programs.
- Promote leadership development programs for students and parents, and serve as liaison for leadership training for advisors of clubs and organizations.
- Organize presentations and broad-based trainings engaging the community, parents, and staff and members of the Board of Education regarding youth, family, and school-related issues.
- Assist in linking at-risk students and parents to appropriate school-based and community-based resources including, after-school programs, mentors, PAL, internships and apprenticeships, in response to attendance, academic, and behavior issues; collaborate with school sites to develop incentives and recognition programs to increase achievement of at-risk students.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop and prepare the annual preliminary budget for District student, parent and community support services; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:**Education and Experience:**

- Any combination equivalent to: Bachelor's degree in human services and four years experience with student, parent and community participation.

Licenses and other Requirements

- Valid California Class C driver's license.
- Must provide a DMV printout within five (5) work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Master's Degree from an accredited college or university.

Knowledge of:

- Planning, organization and direction of District student, parent and community support services.
- Case management and family needs assessment strategies and procedures.
- Public information principles and techniques, including an awareness of community needs, interests, and concerns.
- Community resources and programs that serve the needs of disadvantaged children and families.
- Concepts of culture and cultural diversity and an ability to relate to a variety of ethnic and cultural groups in an effective manner.
- 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 variety of standard office equipment including a computer and assigned software.

Ability to:

- Work with at-risk and disadvantaged youth.
- Development education and youth development programs.
- Supervise and evaluate the performance of assigned staff.
- 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.
- 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, records and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Driving a vehicle to conduct work.

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.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

Hazards:

- Exposure to dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 4/1/14

Board Approved: 8/18/14

FLSA Status: Exempt