

MODESTO CITY SCHOOLS

Job Description

JC # 10014

SENIOR DIRECTOR, STUDENT SUPPORT SERVICES

OVERALL RESPONSIBILITY

Under general direction, provide students and families a variety of high quality learning options to ensure that each child obtains maximum benefit from the District's educational programs; work collaboratively within District divisions to develop effective instructional and support programs to meet the unique needs of individual students. Work with and assist District personnel, schools, students and parents in removing barriers to education and serve as an integral part of the Student Success Team.

SPECIFIC RESPONSIBILITIES

1. Provide direction and oversight to the District's implementation of a Multi-Tiered System of Support (MTSS). *E*
2. Provide guidance to school site administrators for students who qualify for services under Section 504 of the Rehabilitation Act of 1975. *E*
3. Direct and coordinate services for adjudicated, foster and homeless/unaccompanied youth. *E*
4. Serve as the District liaison and coordinate with school counselors in evaluating academic transcripts for graduation status and application for post-secondary education and training. *E*
5. Serve as the District's expert and advocate on health matters with administrators, nurses, medical personnel, community service organizations and community partners; leverage community resources to support Health Services as needed. *E*
6. Prepare appropriate policies and administrative regulations as it relates to the position. *E*
7. Support and provide direction to school site administrators as it relates to social-emotional services; design and implement professional development workshops and training to support the social and emotional learning and incorporate best practices. *E*
8. Select, assign, supervise, and evaluate subordinate personnel. *E*
9. Coordinate the District Student Success Team process and procedures. *E*
10. Coordinate and support district K-12 Music and Visual and Performing Arts programs. *E*
11. Coordinate the District enrichment programs and activities. *E*
12. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
13. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

SENIOR DIRECTOR, STUDENT SUPPORT SERVICES (continued)

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of and ability to initiate and to apply Education and Government Codes.
- Knowledge of and ability to apply management, budgeting, and contract administration principles and practices.
- Knowledge of and ability to supervise and evaluate Pre-K-6 Principals and school programs.
- Knowledge of and ability to apply evaluative instruments and interpretive procedures to assess educational programs.
- Knowledge of and ability to apply problem-solving processes and techniques.
- Knowledge of and ability to develop, implement and evaluate curriculum.
- Knowledge of and ability to select appropriate textbooks and materials.
- Knowledge of and ability to understand the social, emotional, intellectual and physical needs of elementary school children.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete, and concise correspondence and reports using correct grammar, syntax, punctuation, and spelling.

Experience

Minimum Requirements:

- 5 years successful experience as a classroom teacher or school counselor.
- Successful experience as school site or district administrator.

Education/Credential

Minimum Requirements:

- Bachelor's Degree
- Valid Administrative Services Credential

Desirable Qualification:

- Master's Degree
- Doctorate Degree

Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents and relate the spatial distances between objects.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to reach horizontally and vertically with arms.
- Sufficient physical ability, strength, balance, mobility, and stamina to climb stairs, sit for extended periods of time, and stand for extended periods of time.
- Sufficient lower body strength, stamina and mobility to walk, stoop, and bend.

REPORTS TO:

Associate Superintendent, Student Support Services or designee

Cabinet Approved: 3/21/19

Board Approved: 4/1/19