

## MODESTO CITY SCHOOLS

### Job Description

JC# 10076

### **DIRECTOR III, STUDENT SUPPORT SERVICES**

#### OVERALL RESPONSIBILITY

Under general supervision, manage and supervise school support services including but not limited to: hourly programs, supplemental services, enrichment, Saturday school, summer school and other before and after-school learning programs. Provide leadership and oversight to the District's after school intervention programs with the primary purpose of curriculum, instruction, professional development and the evaluation of student progress and program effectiveness. This also includes the coordination of intervention and enrichment programs and funding sources for the purpose of serving the academic needs of students.

#### SPECIFIC RESPONSIBILITIES

1. Assist with the selection and coordination of appropriate curriculum, instruction, and assessment for assigned District Student Support Services. *E*
2. Participate in the management of District intervention programs for academic improvement; assist site administrators with analyzing student performance data from district-wide assessments and implement corrective strategies to improve student performance. *E*
3. Seek and secure grants that support District intervention programs; monitor and collaborate with community-based organizations to design and implement quality programs to ensure compliance for grant-funded programs. *E*
4. Plan and provide staff training delivering intervention instruction such as summer school, before and after-school learning. *E*
5. Direct, supervise, plan and coordinate support to teachers and school site administrators in creating an environment conducive to the achievement of academic, as well as social-emotional, success for all students; create meaningful, viable, comprehensive and integrated student support services. *E*
6. Monitor intervention/enrichment program implementation and evaluate program effectiveness. *E*
7. Work in conjunction with intervention program site administration to assure compliance to state regulations and grant requirements, which govern these programs. *E*
8. Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff, in conjunction with site administration. *E*
9. Supervise After School Program supervisors and managers. *E*
10. Work collaboratively with public and private agencies, community groups, youth, parents, site administrators and District office staff in the development, implementation, and evaluation of Student Support Services; coordinate activities and programs, resolve issues and conflicts and exchange information; model District standards of ethics and professionalism. *E*
11. Direct the preparation of the annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. *E*
12. Effectively communicate and maintain cooperative relationships with those contacted in the course of work
13. Perform other related duties as assigned.

## **DIRECTOR III, STUDENT SUPPORT SERVICES (continued)**

### **WORK YEAR**

Approved days as specified on the Management Salary Schedule

### **SALARY**

Management Salary Schedule

### **QUALIFICATIONS**

#### **Knowledge/Ability**

##### **Minimum Requirements:**

- Knowledge of and ability to apply curriculum development, implementation and evaluation procedures and strategies.
- Knowledge of and ability to apply effective supervision techniques.
- Knowledge of and ability to implement team building and conflict resolution strategies.
- Knowledge of and ability to apply laws, codes, and regulations related to the position.
- Knowledge of and ability to apply textbook selection policies and procedures.
- Knowledge of and ability to apply management, budgeting, and contract administration principles and practices.
- Knowledge of the social, emotional, intellectual, and physical needs of students.
- Knowledge of public information principles and techniques including an awareness of community needs, interests, and concerns.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete, and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.

#### **Experience**

##### **Minimum Requirement:**

- Five (5) years of successful, full-time experience as a classroom teacher in a public or private school of equivalent status.

##### **Desirable Qualification:**

- Three years successful experience as a public school administrator.

#### **Education/Credentials**

##### **Minimum Requirements:**

- Bachelor's Degree
- Valid California Teaching Credential
- Valid California Administrative Credential

##### **Desirable Qualification:**

- Master's Degree

#### **Physical Characteristics**

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.

## **DIRECTOR III, STUDENT SUPPORT SERVICES (continued)**

### QUALIFICATIONS (continued)

#### Physical Characteristics

With or without the use of aids:

Sufficient physical ability to sit or stand for prolonged periods of time.

Sufficient physical ability to reach horizontally and vertically with arms.

### REPORTS TO:

Senior Director, Student Support Services or designee

Cabinet Approved: 8/22/22

Board Approved: 10/17/22