

# REEF-SUNSET UNIFIED SCHOOL DISTRICT

## Job Description

REVISED

**Job Title:** Director of Student Services

**Reports To:** Superintendent

**Salary Range:** \$89,179 - \$112,406

**Adopted:** May 14, 2015

Job Summary: Under the direct supervision of the Superintendent, the Director of Student Services assists in the effective planning, implementation and evaluation of the District's programs for students with special needs. The Director of Student Services furthermore assists in the effective planning, implementation and evaluation of programs for: health services, student and family intervention, district disciplinary systems and due process, parent engagement and communication. The Director of Student Services is a member of the Superintendent's cabinet. Other duties as assigned by the Superintendent or designee. ***In the absence of the Superintendent, may assume the specific powers and duties of the Superintendent.***

### Qualifications:

- Master of Arts/Science Degree
- Administrative Service Credential
- Five or more years successful teaching experience in special education settings ***preferred***
- Two or more years successful administrative experience
- Valid California Driver's license (incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by RSUSD.)

### Knowledge:

1. Knowledge of the laws and regulations, codes and policies and procedures related to State and Federal programs for students with special needs
2. Knowledge of best practices for assessing students with special needs
3. Knowledge of laws, regulations and procedures regarding testing, assessment and evaluation
4. Knowledge of current and emerging educational research as well as best practice
5. Knowledge of systems and procedures regarding complaints and due process
6. Knowledge of resources for effective prevention and intervention services
7. Knowledge of best practices in Positive Behavior Intervention and Support programs
8. Ability to supervise and evaluate classified and certificated personnel
9. Ability to gather a wide variety of resources for instructional and professional use
10. Ability to present information in a clear, concise manner, both in oral and written format
11. Ability to interpret, apply and explain rules, regulations, policies and procedures

12. Ability to maintain cooperative and effective relationships with those contacted in the course of work

### **Essential Functions:**

#### Special Education

1. Facilitate grouping and placement of students in Special Education programs within and outside the District
2. Assist in review, selection and placement of Special Education personnel
3. Conduct IEP meetings for review, administrative placements, and manifestation determination
4. Monitor budgets for special education support
5. Represent the District and SELPA at county meetings

#### Health Services

1. Supervise health services staff
2. Support health services staff to ensure superior delivery of mandates, certifications, and communications for all facets of student health
3. Plan, implement, evaluation programs for drug/alcohol/tobacco/gang prevention and intervention
4. Monitor all state programs related to student health, i.e. Healthy Kids Survey, Tobacco Use Prevention Education

#### School Psychologist

1. Supervise district School Psychologists

#### Discipline, Social/Emotional Behavior

1. Supervise student prevention/intervention training
2. Support prioritization of projects and casework of **support** staff
3. Ensure planning, implementation and evaluation for Positive Discipline Intervention and Support (PBIS) programs at school sites
4. Plan, assist in the implementation and evaluation **of** appropriate anti-bullying education programs for sites
5. Chair and oversee the district's Attendance and Discipline Review Committee

#### Complaints

1. Meet with parents and students to assist in resolution of school-related problems
2. Receive, investigate, and present findings and resolutions for all complaints under the Uniform Complaint Procedure and Office of Civil Rights

#### Parent Engagement

1. Coordinate parent outreach activities with the support of appropriate staff

***Other duties as assigned by the Superintendent or designee.***

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed ***herein*** are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; seeing to read and observe students; sitting or standing for extended periods of time; lifting light objects; walking to supervise activities; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulder and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

**Work Environment:** Office and field environment; driving a vehicle to conduct work; constant interruptions; occasional contact with dissatisfied individuals.

*Reef-Sunset Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.*

*Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of this job.*