

# Sweetwater Union High School District

## DIRECTOR OF STUDENT SUPPORT SERVICES

### **Purpose Statement**

The job of Director of Student Support Services is done for the purpose/s of implementing and maintaining student support service programs and services in conformance with district and state objectives; providing written support and/or conveying information; serving as a resource to schools and other departments; maintaining adequate staffing to ensure that objectives of programs and services are achieved within budget guidelines; and providing administrative and staff assistance to assigned Area Superintendent.

### **Essential Functions**

- Manages a wide variety of program components (e.g. student support services, counseling and guidance, prevention programs, truancy prevention, health services, student transfer processes, discipline processes, related parent education programs, etc.) for the purpose of delivering services which conform to established guidelines and regulations.
- Develops long and short range plans/programs and annual budget for the purpose of ensuring that the district's resources are effectively utilized.
- Coordinates various district athletic and co-curricular services (e.g. athletic appeals, associated student body activities, related field trips and/or excursions, etc.) for the purpose of enhancing student achievement and participation in assigned activities and complying with all relevant regulations.
- Evaluates programs and/or projects (e.g. student support services, associated student bodies, athletics, counseling and guidance, prevention programs, safety and crisis intervention, etc.) for the purpose of carrying out and achieving objectives within area of responsibility.
- Monitors student attendance and welfare programs (e.g. student discipline, suspensions, expulsions, student and parent complaints, attendance, transfers, etc.) for the purpose of ensuring that services comply with district, state and federal requirements.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Compiles data from a variety of sources for the purpose of developing and /or evaluating programs and/or complying with financial, legal and/or administrative requirements.
- Organizes and/or participates in meetings, workshops and seminars (e.g. expulsion hearings, district meetings and in-service programs, workshops, boards, counsels, committees, commissions, etc.) for the purpose of conveying and/or gathering information required to perform functions and/or representing the district and assigned program(s) as is appropriate.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, training athletic coordinators, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Researches a variety of information (e.g. current processes, best practice strategies, methods, guidelines, etc.) for the purpose of developing new programs and/or master plans.
- Composes a wide variety of documents in both written and electronic formats (e.g. reports, memos, letters, policies, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to oversee departmental budget; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: principles of student support programs; budget preparation; pertinent federal, state and local laws and regulations; business telephone etiquette; concepts of due process; and stages of student development.

ABILITY is required to organize a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is continual opportunity to significantly impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under a generally hazard free environment.

**Education/Experience**

Master's degree from an accredited college or university with major course work in education. Three years of successful secondary teaching/counseling experience, and two years of school administrative experience.

**Required Testing**

None Specified

**Certificates**

California Pupil Services Credential, Child Welfare and Attendance Services Authorization  
California Administrative Services Credential

**Continuing Educ./Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*