

Sweetwater Union High School District

STUDENT SUPPORT SERVICES MANAGER

Purpose Statement

The job of Student Support Services Manager is done for the purpose/s of providing referrals to families and/or students; representing the district as the student welfare attendance representative; assisting in overseeing, monitoring and enhancing the District's dropout recovery efforts; and complying with federal, state, county and district policies, regulations and/or procedures.

Essential Functions

- Serves as district liaison for the purpose of representing the district to county/state child welfare and attendance agencies.
- Coordinates the activities of School Resource Officers for the purpose of improving student achievement, meeting district objectives, and ensuring compliance with relevant local, state and federal regulations.
- Assists in district dropout recovery efforts; researches, develops and implements anti-dropout plans and procedures.
- Assists in coordinating and facilitating Student Attendance Review Board (SARB) hearings; works with appropriate agencies as needed to implement SARB procedures.
- Appears in adult and juvenile courts, district attorney hearings, etc. for the purpose of representing the district as the student welfare and attendance representative.
- Trains school administration and staff concerning crisis response measures (e.g. School Resource Officers, train the trainer, Campus Assistants, etc.) for the purpose of ensuring the safety and welfare of students and staff and compliance with local, state and federal regulations.
- Coordinates with outside agencies, school sites, law enforcement agencies, etc. for the purpose of providing referrals to families and/or students.
- Transports students and their family as may be required for the purpose of ensuring their presence at hearing/s.
- Initiates calls and home visits for the purpose of ascertaining reason/s for absences and informing students and/or parents of provisions of compulsory attendance laws.
- Verifies residence of students for the purpose of processing inter or intra-district transfer permits and proof of school enrollment and attendance for special programs.
- Maintains student records for the purpose of complying with mandated requirements.
- Prepares materials in written and electronic formats (e.g. reports, memos, letters, presentations, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Conducts meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.

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, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; applying assessment instruments; operating standard office equipment; performing

standard bookkeeping; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: relevant local, state and federal regulations; principles of program administration and evaluation; business telephone etiquette; juvenile law and juvenile field service policies and procedures; community resources, agencies and programs available to parents and students; and stages of student development.

ABILITY is required to schedule activities, meetings, and/or events; 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; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Education/Experience

Bachelor's degree from an accredited college or university with major course work in behavioral science, psychology, social work or related field. Four years of increasingly responsible experience working with secondary school age students with discipline concerns.

Required Testing

None Specified

Certificates

P.O.S.T. Training Desired
Bus Driver's Certificate Desired

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