

## SAN MATEO UNION HIGH SCHOOL DISTRICT

### POSITION DESCRIPTION

**JOB TITLE:** Director of Student Services and Principal of Middle College

**REPORTS TO:** Assoc. Superintendent/Student Services **SITE:** District Office

**CLASSIFICATION:** Certificated Management **WORK YEAR:** 222 Days

**SALARY:** Level 5 **EFFECTIVE DATE:**

**APPROVED BY THE BOARD OF TRUSTEES:** November 19, 2015

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#### **SUMMARY:**

Under the administrative guidance of the Associate Superintendent of Student Services, the Director of Student Services will be responsible for the organization, supervision and administration of the Attendance and Welfare Department. The Director will design programs and provide services in accordance with the policies and objectives of the District. The Director shall coordinate student transfers prepare appropriate documentation regarding expulsions and/or truancy cases, serve as District liaison to community agencies related to counseling, **student health and wellness programs**, and attendance. This position will provide statistical reports regarding student discipline, suspensions, expulsions, and **attendance**. The Director shall serve as the District's homeless liaison and Emergency Preparedness Program Coordinator. **The Director shall also serve as the Principal of Middle College.**

#### **ESSENTIAL FUNCTIONS:**

1. Provides leadership and commitment toward building consensus among faculty, staff, parents, and community.
2. Provides continuing analysis of the community and students served by the alternative education programs as a basis for the development of a long-range educational program.
3. Communicates District policy to the community and to the faculty, staff, and students related to areas of responsibility.
4. Communicates and interprets concerns and needs to the District administration and Board of Trustees.
5. Exhibits strong leadership towards the development of instructional programs that provide opportunity for success of all students, regardless of background, language or style of learning.
6. Evaluates and assesses programs, personnel, and organizational structure to further the achievement of District goals and objectives.
7. Supervises, coordinates, and implements child welfare and attendance services, including admissions, discipline, student transfers, permits, and residency.

8. Oversees & conducts residency investigations and health and welfare checks.
9. Provides support and training to site administrative teams as it relates to the standardization of interventions for student discipline, attendance, welfare and student safety.
10. Serves as liaison to various county and District-based committees, programs, and schools.
11. Serves as the homeless liaison.
12. Oversees the coordination of ninth grade enrollment.
13. **Oversees and coordinates Counselor Watch for incoming ninth grade students.**
14. Oversees all student transfers.
15. Manages the intra-district and inter-district transfer programs, including the appeal process.
16. Identifies and implements best practices related to improving student engagement and school climate, the Healthy Kids Survey and the Tobacco Use Prevention Education (TUPE) participation and grant compliance as measured by improved attendance, reduction in suspension and expulsion rates, and participation in student activities.
17. **Oversees the District's behavior intervention programs, such as Restorative Justice and Alternatives to Suspension.**
18. Oversees the implementation of a comprehensive School Attendance Review Board (SARB) program that includes collaboration with community based agencies.
19. **Implements a comprehensive SARB process that includes site-level fact findings, hearings, and action plans to define and promote high academic programs, standards, and expectations for student performance.**
20. **Plans, develops, and implements multi-level training for site administrators and staff on maximizing attendance and SARB proceedings.**
21. Attends all site incident review conferences and administers formal reprimands, expulsions and appeals.
22. Facilitates the management of a District attendance and discipline database.
23. **Serves as the Principal of Middle College, to include supervision and evaluation of certificated and classified staff.**
24. **Provides administrative oversight of the District's Independent Study Program and summer school program.**
25. **Supervises and evaluates the Attendance and Welfare staff.**
26. Serves as the District's Emergency Preparedness Program Coordinator.
27. Coordinates the development and implementation of Safe School Plans.
28. Coordinates District-wide safe school and crime statistic reports.
29. Manages the Attendance and Welfare budget.
30. Supervises and trains personnel.
31. Assists in the planning, development, and implementation of Board policies, administrative regulations and the strategies for achieving District goals and objectives.
32. Performs other duties as assigned.

## **QUALIFICATIONS AND EXPERIENCE:**

### **Education/Training Experience**

- Administrative credential
- MA or MS degree or higher

- Five years of verifiable experience as a successful classroom teacher or guidance counselor recommended
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Ability to complete assignments and reports, including preparing presentations for the public, the Board of Trustees and staff
- Ability to work in and contribute to creating a performance culture and highly collaborative environment
- Ability to interpret, apply and explain rules, regulations, policies and procedures
- Ability to promote positive staff morale
- Ability to work independently
- Ability to multi-task in a busy environment
- Ability to delegate responsibility wisely
- Leadership performance within past five years, particularly in one or more areas of curriculum development and leadership, student behavior modification, attendance supervision, staff development, and budget.

### **Desirable Skills**

- Ability to Interpret and applying principles, policies, laws, regulations, requirements, contracts and MOUs
- Ability to exercise sound independent judgment within general policy guidelines by analyzing complex programs, evaluating alternatives and making sound recommendations
- Ability to prepare clear, concise and competent reports, correspondence and other written materials representing assigned areas effectively with others.

### **Physical Demands/Working Conditions**

- Ability to sit for long periods of time
- Eyesight sufficient to read fine print
- Manual dexterity and coordination sufficient to operate a computer keyboard
- Physical stamina to stand, reach, bend, lift, kneel and squat
- Ability to lift up to 20 pounds
- Ability to tolerate moderate noise level in working environment

### **OTHER REQUIREMENTS:**

- Maintain a valid California Driver License
- Department of Justice fingerprint clearance
- Evidence of Tuberculosis clearance

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable

accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State and Local regulations.