



DIRECTOR STUDENT SERVICES and INTERVENTIONS

Revision Date: 10/10/12

BRIEF DESCRIPTION OF POSITION:

Under the supervision of the Assistant Superintendent-Educational Services, the Director of Student Services and Interventions will direct the planning, organization, development and monitoring of programs and projects pertaining to Student Services and Interventions (behavioral, social and emotional) to ensure compliance with State and Federal pupil services law. Assists in developing, recommending, implementing, and evaluating all student support services and programs. Programs include but not limited to Safe and Supportive Schools (S3 grant, Tobacco Use Prevention Education (TUPE) grant, education partnerships, joint ventures, behavioral interventions, military families, juvenile programs, school climate, disaster preparedness, and student wellness.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Oversees administration and operations of Oxnard Independent Study. **E**

School Instruction and Learning Leadership

1. Leads the school in a way that facilitates the development, articulation, implementation and stewardship of a vision of learning for all that places students at the center. **E**
2. Sets high expectations and demands content and instruction that ensure student achievement of agreed upon academic standards for all student performance. **E**
3. Focuses efficient and effective management of resources and operations to support instructional improvement and improve student learning. **E**
4. Models a personal code of ethics and develops professional leadership capacity. **E** Collaborates with families and other community members, and responds to diverse community interests and needs, and mobilizes resources to share responsibility for student and school success. **E**
5. Takes immediate and appropriate action whenever a complaint is brought to his/her attention and fully investigates as required by Education Code and applicable law, and ensures privacy is maintained to protect students and employee rights. **E**
6. Supervises, evaluates and provides quality feedback for the total school staff. **E**
7. Provides leadership in obtaining and maintaining the school's accreditation status. **E**
8. Encourages constructive relations between students, staff and community. **E**
9. Provides leadership in the improvement of the school climate for students and for staff. **E**

School Staff Supervision and Support

1. Plans, directs, and evaluates the educational program of the school in coordination with district support staff. **E**
2. Examines student work and data to drive instruction and professional development by using multiple sources of data as diagnostic tools to assess, identify, and apply improvement. **E**
3. Monitors curriculum implementation and instructional practices on a daily basis. **E**
4. Discusses the curriculum and instruction of the school with staff and in PLC on a regular basis. **E**
5. Maximizes the Full Time Equivalent (FTE) allocation to equitable assignment of staff, taking into consideration individual strengths and needs of the total school program. **E**
6. Expects all employees to regularly attend and participate in meetings and school programs as assigned. **E**
7. Constructs and maintains a realistic budget within given financial restraints. **E**
8. Understands and implements terms of agreements with employee union and seeks Human Resources support to resolve potential issues and concerns. **E**
9. Cooperates with legitimate faculty organizations with agreements that focus on Students First. **E**
10. Prepares all legal responsibilities and reports promptly and accurately as required. **E**
11. Provides leadership in the coordination and implementation of the District's counseling and guidance program and other programs as applicable. **E**
12. Implements federal, state and local curriculum and instructional programs. **E**
13. Coordinates professional development for the site's certificated and classified personnel. **E**

School Student Support

1. Administers the district and school's testing programs, works with district staff to interpret the results with the faculty, and implements intervention strategies identified by the Professional Learning Community or instructional observations as necessitated by these results. **E**

2. Meets with students and parents to recruit new enrollments and provide school and program orientations. *E*
3. Provides academic and behavioral interventions to students including student-teacher-parent conferences, academic probationary articulation, and administration of tutorial services. *E*
4. Enforces state laws, policies and rules relating to student discipline and attendance, and interprets such laws, policies and rules to teachers, parents, students and community. *E*
- b. Develops and oversees the Condor Middle College Program in partnership with Oxnard College, in accordance with the expectations and duties listed above. *E*
- c. Assists in the coordination, implementation, and grant compliance of the Safe and Supportive Schools (S3) Program for the participating schools throughout the district *E*
 1. Provides support to the school S3 teams in development of S3 implementation plans, submission of plans to the California Dept. of Education (CDE) for approval, and implementation of CDE approved S3 programs. *E*
 2. Provides oversight and compliance monitoring for grant program components and technical assistance and collaboration to district and site staff, including all school site coordinators, school administrators, other staff members, parents, and community organizations. *E*
 3. Oversees S3 grant budgets and progress, *E*
 4. Prepares and provides district presentations on S3 implementation and progress. *E*
 5. Coordinates training and assistance from the CDE or as otherwise required by the grant. *E*
 6. Trains site coordinators in S3 requirements as needed. *E*
 7. Participates in staff trainings related to grant implementation. *E*
 8. Attends monthly or bi-monthly meetings for Ventura County Schools S3 Committee. *E*
 9. Networks with community agencies related to grant implementation and support. *E*
 10. Oversees administration of the California Healthy Kids Survey. *E*
- d. Assists with evaluation of district student support programs, including alternative education, behavioral interventions and student retention efforts. *E*
- e. Monitors all school bell schedules and instructional minutes to assure minute compliance. *E*
- f. Performs district liaison duties with appropriate community-based agencies, such as drug and alcohol abuse centers, child abuse, health services, crisis intervention, and local military organizations. *E*
- g. Develops and implements a district behavioral intervention plan *E*
- h. Assures the effective coordination of district health services. *E*

OTHER DUTIES AND RESPONSIBILITIES:

- a. Serves as the district's representative on various advisory committees at the district and county levels and in the community. *E*
- b. Meets regularly with school nurses, District Wellness Committee, and Response to Intervention (RTI) Committee to articulate progress and coordinate improvement of services. *E*
- c. Provides leadership in the annual review of ethnic populations in regards to attendance requirements and boundaries, district demographics and enrollment projections. *E*
- d. Provides assistance and leadership to Activities Directors and Associate Principals/Guidance and Intervention. *E*
- e. Prepares/ updates the Parent Information Handbook to ensure compliance. *E*
- f. Assists with the completion of various questionnaires received from individuals, institutions, and agencies engaged in educational research projects. *E*
- g. Coordinates the issuing of work permits. *E*
- h. Performs other tasks and assumes responsibilities as may be assigned by proper authority. *E*

REQUIREMENTS:

WORK YEAR:	Certificated Management Work Year
CREDENTIAL:	Current valid secondary teaching credential; current valid administrative credential.
EDUCATION:	Master's degree or equivalent.
EXPERIENCE:	Five years of successful teaching and five years in administration.
SALARY:	Certificated Management Salary Schedule
BENEFITS:	Medical (employee contribution), 100% dental, vision and life insurance.