

**MOTHER LODE UNION SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Director Student Support Services	<b>REPORTS TO:</b>	Superintendent
<b>DEPARTMENT:</b>	Management	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	210 Days
<b>BOARD APPROVAL:</b>	02/14/2024	<b>SALARY:</b>	Certificated Administrative

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**PURPOSE STATEMENT:**

The position of director of student support services was established for the purposes of directing the following necessary program and services for district schools: school counseling program, home/hospital and home instruction programs and services, special education programs and services, SST/504 services, district health services, the positive school climate (P.S.C.), and the emergency preparedness and safety program (i.e., District Safety Officer) which includes the safe and drug-free school initiative.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Supervises and evaluates site principals.
- Collaborates with internal and external personnel (e.g. other administrators, teachers, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining assigned services and programs.
- Compiles data from a wide variety of sources for the purposes of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Coordinates program components, support needs and materials for the purpose of delivering services which conform to established guidelines.
- Manages assigned budget(s), expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed and secures all available funds due to the District from the SELPA, COE, etc.
- Directs assigned site and district level operations related to the position's duties; the maintenance of services and the implementation of new programs and or processes for the purpose of providing services within established time frames and in compliance with related requirements.
- Facilitates meetings, workshops, trainings, etc. (e.g. due process hearings, complaint resolutions, district liaison, special education parent groups, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a district representative.
- Participates in a wide variety of meetings (e.g. board meetings, IEP's, business meetings, County directors' meetings, SELPA steering meetings, LCAP/BACT team meetings, MLUSD instructional leadership meetings, site-based/staff meetings, standing meetings (with superintendent, CBO, principals, school psychologist and school counselor), MLUSD technology team meetings and District emergency preparedness/safety meetings for the purpose of providing and/or receiving information pertinent to the fulfillment of the district mission statement.
- As the District Safety Officer ensure a positive and safe learning and work environment district-wide.

- Performs personnel functions (e.g. recruiting, interviewing, evaluating, supervising, etc.) of School Counselor, School Psychologist, Credentialed School Nurse, Education Specialists and Instructional Paraprofessionals for the purpose of maintaining adequate services, staffing, enhancing the productivity of personnel and achieving objectives within budget.
- Prepares a wide variety of often complex materials (e.g. plans, reports, analyses, recommendations, procedures, staff development materials, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Presents information (e.g. special education statistics, discipline and safety statistics etc.) for the purpose of communicating information, gaining feedback and recommending programmatic adjustments in support of department/site PSC plans.
- Researches a variety of topics required to manage special education and 504 programs and services (e.g. relevant policies, new federal and state statutes, staffing requirements, financial resources, etc.) and others related to the job description, for the purpose of developing new programs/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Coordinate, monitor and work with the Business Technician and School Clerk IIs and Education Specialists to ensure all special education student information (i.e., program(s), discipline etc.) in Aeries, CALPADS and SEIS are accurate.
- Work with Education Specialists to provide the District Testing Coordinator current and accurate information to ensure the appropriate assignment of test settings and accessibility supports for students with disabilities in TOMS for CAASPP, CAA and ELPAC as necessary.

#### **Other functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department, district and/or site.
- Assists in the placement and monitoring of students enrolled in non-public schools and in the El Dorado County Office of Education regional programs.
- Prepares and maintains contracts and Individual Service Agreements (ISA) with approved NPS/NPA providers.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform the essential duty satisfactorily. The requirements listed below 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.

#### **CREDENTIAL:**

Valid California Administrative Services Credential

Valid California teaching credential or Pupil Personnel Services credential

#### **EXPERIENCE:**

At least five (5) years successful certificated experience in California Public Schools

Administrative experience with an emphasis on working with Special Education programs and services *preferred*

**EDUCATION:**

Master's Degree, in a Special Education field is preferred

**OTHER:**

TB risk-assessment

California Department of Justice fingerprint clearance

Valid California Driver License

**KNOWLEDGE AND ABILITIES:****Knowledge of:**

Organization, activities, goals and objectives of special education and state and federal programs

School law and California Education Code sections and other applicable law

State and local curriculum requirements

Board and District goals, policies, procedures and regulations

Employee contracts

Budget control and preparation

Computer software applications

Principles and practices of administration, supervision and training

Interpersonal skills

Written and oral communications skills

Public speaking techniques

**Ability to:**

Demonstrate leadership and organizational skills

Plan, organize, supervise and direct special education and related programs

Organize, direct, evaluate and supervise school psychologists, teachers, school counselors and classified staff

Participate in formulating district policies and procedures

Maintain responsive and attentive relationships with students, staff members and parents

Be an effective liaison between the school district, county office, SELPAs, non-public schools and community/civic organizations

Plan and organize work and meet schedules and timelines

Analyze situations accurately and adopt a swift and effective course of action

Read, interpret, apply and explain rules, regulations, policies and procedures

Communicate effectively, both orally and written

Prepare and deliver oral presentations

Prepare comprehensive narrative and statistical reports

**WORKING CONDITIONS:**

Commuting between county office, school sites and other sites where students receive services.

**ENVIRONMENT:**

The work environment characteristics described here are represented of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL ABILITIES:**

Standing for extended periods of time; bending at the waist to assist students; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; seeing to monitor student activities and behavior; dexterity of hands and fingers to demonstrate activities and prepare materials and/or use technology. Ability to lift the following: Floor Lift-30 lbs.; Chest Lift-40 lbs.