

JOB DESCRIPTION
May 2022

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

DIRECTOR, STUDENT SERVICES

General Purpose:

The Director, Student Services, is responsible to the County Superintendent and works under the direct supervision of the designated administrator. The Director, Student Services works directly with assigned instructional and support staff, and district administrators, to develop and implement programs and services for students. This is a certificated management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Assists in administrative functions to support services affecting the operating functions of Placer County Office of Education (PCOE) as well as the educational programs of students.
- Assists in the planning, proposing, and writing of local, state, and federal plans to enhance programs for Placer County children and youth.
- Assists in the development, oversight, and reporting of the PCOE Local Control Accountability Plans.
- Develops, prepares, and oversees budgets; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; prepares, applies for, and monitors grant funding information, collaborates with the Business department to understand program financing regulations and requirements.
- Supports the operations of student services programs to ensure quality and cost-effective programs in compliance with local policy, state, and federal laws and regulations.
- Assists in the development and implementation of procedures and activities related to the gathering and reporting of student data.
- Advises the Placer County Superintendent of Schools and designated administrators, regarding the assigned special education programs.
- Ensures program accountability for all students and services under his/her direction and supervision.
- Attends Individualized Education Plan (IEP) meetings as necessary.
- Assists with monitoring and reviewing Memoranda of Understanding for instructional programs.
- Assists with personnel functions (e.g., recruitment, hiring, evaluations, etc.) to maintain adequate staffing and enhance the productivity of personnel.
- Provides coordination, consultation, and program development activities involving referrals, assessment, family support services, programming, and transition.
- Collaborates with local, state, public, and private organizations and agencies.
- Coordinates college internships and student teaching as required.
- Coordinates and oversees Extended School Year (ESY).
- Facilitates meetings and develops processes to implement and maintain programs and services, which achieve desired objectives.
- Assigns and monitors caseload assignments for the referral, assessment, and program instruction process.
- Implements assigned programs and/or projects to plan staff development for the certificated and classified staff.

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- Ensures program accountability.
- Assists with and supports educational partner engagement and communication.
- Observes, consults with, and supervises assigned personnel.
- Attends meetings of the County Board of Education to present reports and recommendations in areas of responsibility.
- Attends meetings and conferences as appropriate.
- Assists with Charter School Petition renewal.
- Performs other duties as assigned.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Master's degree in a job-related area is required.

Experience:

- Job-related experience with increasing levels of responsibility is required.
- Minimum five years of successful program-wide leadership experience.

Knowledge, Skills, and Abilities:

- Knowledge of principles and practices of educational leadership, including administration, supervision, and staff development.
- Knowledge of California's K-12 content standards and expectations for student proficiency differentiating instruction, and formative, student-involved assessment.
- Knowledge of current assessment and evaluation procedures.
- Knowledge of students' and parents' rights and due process.
- Knowledge of general principles of educational psychology, adolescent growth, and development.
- Knowledge of principles, techniques, and strategies for team-building and conflict resolution.
- Knowledge of effective methods of staff development.
- Knowledge of federal and state legislation, codes, and regulations concerning grades TK-12 educational programs.
- Skills and ability to analyze data, evaluate program needs; and plan, organize and implement goals.
- Skills and ability to plan, direct and supervise the work performed by all staff.
- Skills and ability to communicate effectively with schools, outside agencies, parents, students, and the public.
- Skills and ability to interpret, apply, explain and enforce rules, regulations, policies, and procedures.
- Skills and ability to accurately analyze complex problems, develop research-based solutions and adopt and implement an effective course of action.
- Skills and ability to effectively plan, organize and direct the development of the instructional program.

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- Skills and ability to analyze, assess, and interpret statistical data to improve instructional practices and curriculum development.
- Skills and ability to establish and maintain cooperative and professional working relationships with individuals, groups, and public and private agency personnel.
- Skills and ability to motivate, challenge and guide others in the improvement of educational programs and student services.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California Administrative Services Credential.
- Must possess a valid California teaching or services credential based upon a Bachelors degree.
- Pupil Personnel Services Credential, Educational Specialist Credential, or Clinical Rehabilitative Services Credential is preferred.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, with continuous contact with staff, and representatives of other agencies

Physical Requirements:

- The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering, and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table, or in meetings of various configurations for extended periods with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

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FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 7

Reviewed and Approved:

Superintendent:  Date: 5/26/22

Human Resources:  Date: 5/25/2022