

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**EXECUTIVE DIRECTOR,
SAFETY AND STUDENT SERVICES**

DEFINITION

Under direction of the Associate Superintendent, Education Services, the Executive Director, Safety and Student Services supports the educational programs of the District by leading, directing and managing student placements, student discipline, District expulsion process, volunteer program, the school safety and security programs, Student Records and Child Welfare and Attendance procedures.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Develop, manage and implement policies and procedures pertaining to student services, student placement, foster and homeless students, student expulsion and readmission, child welfare and attendance and District safe schools programs ensuring compliance with all state and federal laws and regulations.
2. Manage and implement policies and procedures related to inter-District and intra-District transfers, including: School of Choice, Program Improvement, and strategies.
3. Assist in the development and implementation of programs to prevent students' use of drugs, alcohol, or tobacco and/or gang involvement.
4. Provide leadership to the District Crisis Response Team and represent the District on the inter-agency committees.
5. Develop, train and implement District and site safety programs including; Emergency Response Plans, NIMS, SONGS, Emergency Operations Center, Mobile Command Unit, and Emergency Communications Systems.
6. Manage responses to incidents of habitual truancy and/or unlawful withdrawal from school.
7. Coordinate student and family assistance programs with interdepartmental agencies and youth services as needed.
8. Develop procedures and coordinate all required responses to a variety of requests and complaints in assigned area.
9. Coordinate and provide training and staff development as appropriate.
10. Provide support to the Associate Superintendent with one-time, long-term or on-going special projects as needed.
11. Plan, coordinate, and present in-services and professional development workshops regarding a variety of student services and school safety topics.
12. Consult with counsel and advise staff concerning attendance and welfare methods, techniques, and strategies.
13. Remains current with developments in law, legal opinions, and administrative matters.
14. Assist in the development and implementation of school safety grants.
15. Direct, supervise, observe, assess, and evaluate staff performance ensuring all levels of staff adhere to District, state and federal educational and professional standards.
16. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.

EXAMPLES OF DUTIES (Continued)

17. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
18. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills.

Ability to: Direct, manage and lead the functions and activities of a comprehensive student resource and attendance and welfare program; demonstrate effective organizational and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; maintain awareness of community resources available to assist students; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; monitor and/or develop programs or mechanisms to improve organizational efficiency; comply with the District's customer service standards, as outlined in Board Policy.

Education: Master's degree from an accredited college or university in a related field.

Experience: Six years of successful teaching or counseling experience including four years of successful experience in a management or supervisory position.

Certification Requirement: valid California Teaching or Pupil Personnel Services Credential and a valid California Administrative Services Credential.