

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

Page 1 of 4

- TITLE:** EXECUTIVE DIRECTOR – STUDENT SUPPORT
- REPORTS TO:** Assistant Superintendent of Educational Support Services
- SUPERVISES:** Staff as assigned
- JOB GOAL:** Under the direction of the Assistant Superintendent of Educational Services, the Executive Director of Student Support is responsible for overseeing all aspects of the District's student support services programs), including but not limited to Child Welfare & Attendance, Student Support, Nursing, Comprehensive School Counseling, Safe Schools, Alternative Education, Title IX and school site complaints.

QUALIFICATIONS

Knowledge of:

1. Planning, organization and execution of Student Support functions and initiatives.
2. Applicable laws, codes, regulations, policies, operations and procedures
3. Best practices for addressing barriers to learning and creating climates conducive to learning.
4. Effective strategies to involve staff, students, and parents in the effective operation of Student Support.
5. LCAP and data analysis
6. National school counseling models
7. Current laws related to child welfare and attendance.
8. Current successful personnel management and educational leadership strategies
9. Effective human resource development practices
10. Budget development, maintenance and monitoring
11. Effective leadership and supervision practices
12. Effective oral and written communication skills

Ability to:

1. Plan, organize and direct instructional programs and other related District programs
2. Demonstrate effective supervision skills
3. Demonstrate effective communication and interpersonal skills
4. Demonstrate strong scheduling and organizational skills
5. Diffuse difficult situations confidentially and professionally.
6. Apply and explain rules, regulations, standards, policies and procedures
7. Establish and maintain cooperative and effective working relationships with employees and persons contacted through the course of work
8. Meet demanding timelines and schedules
9. Oversee staff efforts to accomplish Board of Trustees goals and assignments
10. Plan and implement large scale projects
11. Prepare comprehensive narrative and statistical reports

Ability to (continued):

12. Analyze situations accurately and adopt an effective course of action
13. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations
14. Establish and maintain effective work relationships with those contacted in the performance of required duties

Training and Experience

1. Valid California Administrative credential; Pupil Personnel Services Credential or Teaching Credential
2. Master's Degree or higher from an accredited college or university
3. Successful teaching, counseling, and/or administrative experience totaling a minimum of three (3) years, preferably in the administration of Student Services programs.

ESSENTIAL FUNCTIONS

1. Responsible for overall progress and accountability of the following: Student Discipline, Expulsion Hearings, Reinstatement Hearings, Student Attendance procedures and programs, Records, School Safety, Inter and Intra District Transfers, Counseling Services, McKinney Vento Act, Foster Youth, Crisis Team, Student Assistance Program, Safe School Plan, Annual Notification, Medical Administrative Activities (MAA), Nurses and all student support grants.
2. Act as the Title IX officer for the District
3. Serves as special consultant to site administrators, district personnel, parents, and pupils on problems exceptionally difficult to solve; and conducts special studies and makes recommendations relation to specific district issues/problems.
4. Oversee staff efforts to accomplish Board of Trustees goals and assignments
5. Promote respect, trust, team building, open communication, mutual support, cooperation, and sharing of resources in the pursuit of District goals
6. Conduct information and training meetings with staff, parents, and students related to District programs and goals
7. Provides direction to district staff in the resolution of problems involving student behavior, attendance, and school/District crisis resolution.
8. Develops and supervises procedures for involvement of alternative education schools and programs, and liaisons with outside agencies in the resolution of adjustment problems.
9. Serves as a liaison between the District and public and private agencies; assures District compliance with program requirements.
10. Serves as a District liaison to agencies, including but not limited to the School Resource Officer Program, probation, mental health, social services, community-based agencies, and community schools.
11. Seeks appropriate funding (grants, general fund, collaboratives with other agencies or other funding) to assist with meeting identified students.
12. Ensures timely implementation of all state and federal student support grants, including but not limited to completing reports, measuring progress toward objectives, evaluating

ESSENTIAL FUNCTIONS (continued)

13. outcomes, monitoring budgets, ensuring timelines are met, and seeking additional funding
14. Organizes the expulsion process, ensuring that due process is maintained; assures that District procedures attend to laws and policies concerning students' rights and responsibilities.
15. Supervises a district nursing program which provides for preventive health education; mandated health screening; staff training and emergency care; consultation with staff, parents, students and public and private health agencies regarding student health problems; and screening for special education.
16. Oversees Student Assistance and other school safety programs.
17. Assist sites with developing prevention/intervention strategies to improve peer involvement and relationships while decreasing behavior and attendance problems.
18. Provides leadership to the district's Crisis Intervention Team.
19. Serves as custodian of records.
20. Provides direction and oversight to School Attendance Review Board (SARB) and Interdistrict and Intradistrict Transfers.
21. Assures appropriate use of public and private resources in the provision of student services.
22. Meets state mandates for data collection including foster youth, student discipline, expulsions readmissions, Homeless (Mc Kinney Vento), and attendance.
23. Develops and administers multiple programs and LCAP metrics.
24. Prepares all Student Support agenda items and background information for Board of Education meetings.
25. Supervises and evaluates Student Support staff.
26. Assists Student Support personnel in planning to meet program goals and in developing meaningful objectives.
27. Provides for appropriate in-service training of administrators and staff in relation to special programs and pupil services.
28. Knows and follows the District Mission and Core Values and develops corresponding priorities for Pupil Support.
29. Coordinate and oversee inter and intra-department activities to facilitate the efficient implementation of student support services, policy and education code.
30. Superintendent/Designee and/or the Assistant Superintendent of Educational Services

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels).
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for extended periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to thirty (30) pounds occasionally.

PHYSICAL ABILITIES (continued)

9. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
10. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard with speed and accuracy in a safe and effective manner.

TERMS OF EMPLOYMENT: 240-day work year
Certificated Management, Cabinet-level

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Management Personnel. The evaluation will be completed by the Assistant Superintendent of Educational Services.

Approved by: Board of Education

Date: March 12, 2020

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**

**MURRIETA VALLEY SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**