

MORGAN HILL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: *Director of Student Services*

GENERAL DESCRIPTION: Under the direction of the Assistant Superintendent of Education Services, the Director of Student Services is responsible for the development, implementation and evaluation of the district's Special Education programs and the administration of the District's Child Welfare and Attendance Programs, alternative schools, and serving as liaison with appropriate public and private agencies.

DUTIES AND RESPONSIBILITIES:

1. General

- a. Provides leadership in developing, implementing, evaluating and revising the District's Special Education programs preschool through 12th grade.
- b. Coordinates and monitors District's Special Services programs such as speech and language, psychological, visually handicapped, and adaptive physical education.
- c. Supervises contractual relationships with private schools involving service to District pupils.
- d. Proceeds with orderly implementation of Master Plan for Special Education by providing leadership within Morgan Hill Unified School District and cooperation with other agencies.
- e. Coordinates district's program with alternative schools designed to meet the needs of exceptional students.
- f. Oversees the process for home visits or other recognized methods to verify absence in cooperation with school site attendance personnel.
- g. Oversees process on absentee referrals from schools and determines reasons for absenteeism.
- h. Works with principals, teachers and other district employees to solve problems related to tardiness or absenteeism.
- i. Establishes and maintains a system of keeping records and makes reports for future referral.
- j. Assists principals in planning innovative programs aimed at keeping children in school.
- k. Oversees Safe and Drug Free Schools Program and services.

2. Curriculum

- a. Supervises the curriculum development activities of certificated and classified Special Education staff.
- b. Oversees the evaluation of programs associated with this position.

3. Community Relations:

- a. Develops methods of disseminating information regarding the importance of regular school attendance and laws relating to families and children for the use of parents, pupils and school staff.
- b. Maintains effective working relationships with various public and private agencies involved in social services and/or law enforcement.
- c. Involves parents and community in the development, implementation and evaluation of the District's Special Education programs.
- d. Responds to concerns and questions from community members in a timely and professional manner.

e. Participates in community affairs.

4. Finance:

- a. Manages grants and Categorical program budgets.
- b. Prepares mandated state and federal reports and Board of Education reports within the area of responsibility.
- c. Informs the Superintendent and the Board of Education regarding the needs of special attendance programs; i.e., Saturday School, In-House Suspension, Opportunity Class, Day Center Program, Home Teaching, work permits, pupil records.
- d. Develops and manages budgets in the Special Services.

5. Personnel:

- a. Participates in the personnel selection process when appropriate.
- b. Supervises and evaluates Special Education staff (site/district).
- c. Participates in the personnel selection process when appropriate.
- d. Develops and/or revises policies that pertain to the student services program and communicates changes to all school personnel.
- e. Administers district policies and contract provisions.
- f. Promotes and maintains a professional attitude among staff.
- g. Works with school principals to determine the assignment of Special Education employees to schools.
- h. Recommends employment of staff on extra-duty contracts to support school programs.

6. Professional Obligations:

- a. Keeps abreast of professional literature and recent research findings in education and employs such information in the District program.
- b. Participates on District and professional committees.
- c. Represents the District on other decision-making bodies when appropriate.
- d. Works closely and cooperatively with other District administrators as a team member of the District management group.

7. Authority and Functions:

Performs other tasks and functions as are assigned by the Superintendent and/or Assistant Superintendent, Educational Services.

8. Chain of Command:

Reports directly to the Assistant Superintendent of Educational Services annually regarding the progress toward established yearly goals.

9. Education:

- a. Holds Master's or a Doctorate from an accredited university.
- b. Has successful experience in Special Education.

10. License or Certification:

Holds or is eligible for a clear Administrative Services credential issued by the California Commission on Teacher Credentialing.
Special Education Credential.

11. Employment Standards

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

Adopted: December 14, 1998