

RIVERSIDE UNIFIED SCHOOL DISTRICT



TITLE: DIRECTOR IV, PUPIL SERVICES

WORK YEAR: 221 Work Days

REPORTS TO: Assistant Superintendent, Pupil Services/SELPA

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree and five years' successful experience in public schools including successful experience as a school site administrator.

PRIMARY FUNCTION:

Under the direction of the Assistant Superintendent, Pupil Services/SELPA, supervise and coordinate the District's programs and functions for Child Welfare and Attendance, pupil health, school nursing, Health Services, Home and Hospital, Records, the Administrative Hearing Panel, and Steps of Success Program; maintain current knowledge of laws, regulations, policies, and procedures related to assigned areas and interpret and interrelate with school and District-level administration; assist people individually and in groups.

REPRESENTATIVE DUTIES:

- Evaluate pupil services and develop appropriate programs to meet the needs of students.
- Provide appropriate in-service training of pupil services/school staffs.
- Coordinate Administrative Hearing Panel, supervise AHP Chairpersons, and provide oversight for District student discipline policy, procedures, and appeals.
- Serve as Chairperson of District SARB and provide oversight for student attendance.
- Serve as District Compliance Officer for non-discrimination, Title IX, Uniform Complaint Procedures, bullying and other complaints related to students.
- Provide general oversight of Health and Wellness services including district nurses, the Student Assistance Program, Home/Hospital, Section 504, and Foster/Homeless Youth Program.
- Responsible for District Safety and Security including School Resource Officers, Campus Supervisors, emergency planning and response, training, emergency communications, and liaison with Police, Fire, Sheriff Departments, and County Emergency Operations Division.
- Provide oversight and direction for student transfer programs, processes, and procedures.

- Serve as Custodian of Records and provide oversight and supervision to the Records Department as well as coordinate Public Records Act request responses.
- Provide reports, updates, and data to the Superintendent's office, Cabinet, Board of Education, District/Site Administrators, and the community regarding areas of responsibility.
- Review, revise, and propose Board Policy and Administrative Regulations relative to areas of responsibility as needed.
- Stay current with current legislation and case law and brief District staff as needed.
- Supervise and organize the evaluation of line-staff members.
- Operate effective and efficient offices.
- Establish budgets and maintain records.
- Develop and maintain participatory concepts, programs, and initiatives to benefit services offered to students and school personnel.
- Provide school administrators with appropriate information and guidelines related to pupil services.
- Evaluate counseling and Guidance Services and develop appropriate programs to serve the needs of District pupils.
- Perform additional administrative responsibilities as appropriate.
- Perform other related functions as may be assigned

KNOWLEDGE OF:

Laws, regulations, policies, procedures, and programs related to assigned areas and school administration.

LICENSES AND OTHER REQUIREMENTS:

A valid California credential authorizing intermediate level supervision of pupil services.

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.