

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

---

<b>TITLE:</b>	Executive Director, Student Services	<b>REPORTS TO:</b>	Superintendent of Public Education
<b>DEPARTMENT:</b>	Student Services	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	042 Nonrepresented Management
<b>REVISED:</b>	July 28, 2015		

---

**BASIC FUNCTION:**

Plan, organize manage and direct the daily operations of assigned programs in the Student Services Division; review, develop, implement, and communicate district-wide policies and procedures to ensure compliance; conduct research, analyze data, and prepare statistical reports to support and implement best practices; provide evaluation of related program needs and services; supervise and evaluate the performance of assigned staff.

**REPRESENTATIVE DUTIES:**

***E* = Essential functions**

Provide leadership and supervision for the day-to-day operations of assigned areas of responsibility, including, Elementary Counseling and Guidance and Crisis Response Team, NCLB Title I Services, Nursing and Wellness, 504/ADA/Title IX compliance; Children and Youth in Transition, SANDAPP and Special Education Ombudspersons. ***E***

Research, recommend, and coordinate strategies to streamline Student Services processes and procedures to provide timely delivery of high quality services to the District. ***E***

Assist with the long-range strategic planning of goals and objectives and the development of measures of achievement and effectiveness. ***E***

Plan, develop, implement, and administer the division-wide budgeting process; review and approve expenditures to support the division's short-and long-range strategic objectives. ***E***

Provide technical expertise, information, and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the Superintendent of unusual trends or problems and recommend appropriate corrective action. ***E***

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities. ***E***

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. ***E***

Assist with reviewing board policies, administrative regulations, proposed legislation and changes to laws concerning personnel practices and ensure implementation; take appropriate action in order to ensure compliance with existing rules and regulations. ***E***

Work with a multi-disciplinary team to plan and recommend programs, strategies, objectives, and procedures for secondary student support. ***E***

Select, assign, train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. ***E***

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training and experience equivalent to a master's degree and five years of progressively responsible experience as an administrator or within a student services department in a public school district including experience as an administrator.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential.  
Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

State-of-the-art theories, techniques and methodologies of instruction and district operations.  
District organization, operations, policies, and objectives.  
Budget preparation and control.  
Oral and written communication skills.  
Principles and practices of administration, supervision and training.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Technical aspects of field of specialty.

**ABILITY TO:**

Provide leadership and direction to assigned programs.  
Plan, organize, and administer assigned programs.  
Train and evaluate the performance of assigned staff.  
Review relevant existing and pending legislation and recommend origination, modification, or support of legislative measures.  
Maintain current knowledge of applicable provisions of federal, state and district laws, rules and regulations.  
Interpret, apply and explain rules, regulations, policies, and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Meet schedules and time lines.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports and files related to assigned activities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office; indoor environment.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lifting light objects.