

SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE:	Program Manager, Placement and Appeal	REPORTS TO:	Chief Student Services Officer
DEPARTMENT:	Office of the Chief Student Services Officer	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	028 AASD
EFFECTIVE DATE:	January 14, 2014		

BASIC FUNCTION:

Plan, organize and direct the operations and administration of the Placement and Appeal Office; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, organize and direct the operations and administration of the District's Placement and Appeal Office. *E*

Conduct due process hearings concerning suspensions, expulsions and school initiated placements. *E*

Review and prepare expulsion cases and represent the District at expulsion hearings. *E*

Participate in closed session briefings of the Board of Education and Superintendent's Cabinet regarding student discipline matters. *E*

Assist the Chief Student Services Officer in the development, implementation, and revision of student discipline policies and procedures governing discipline issues. *E*

Provide advice and guidance to District administrators and staff on policy/procedure interpretation and the proper application and implementation of administrative procedures governing student discipline issues. *E*

Coordinate the expulsion process and act as liaison with the legal office and outside counsel concerning legal aspects of expulsion procedures and processing. *E*

Communicate with administrators, staff, families, and members of the public to resolve issues and exchange information, and provide oral and written responses to student discipline situations. *E*

Review and process suspension appeals for the District. *E*

Develop educational informational resources and training materials; conduct professional development and training seminars for all District administration and expulsion panel members on student discipline matters, policies and procedures and provide verbal and written guidance on student discipline issues. *E*

Coordinate the operation of the School-Initiated Placement (SIP) Council. *E*

Maintain current knowledge of applicable federal/state laws, and District policies and procedures. *E*

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

Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. *E*

Collaborate with other public agencies, including school districts and the San Diego County Office of Education concerning student discipline issues. *E*

Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a master's degree in educational leadership, public administration or related field, and four years of experience in a managerial position, preferably in educational administration or a public agency. Legal training in education law or a juris doctorate is desirable.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license
- Valid California Administrative Credential

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organizational development principles and practices.
- Techniques and strategies for managing a large, diverse organization.
- Applicable laws, codes, regulations, policies, and procedures.
- Uniform student discipline policies and procedures.
- District curriculum and school instructional programs.
- Principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience and courtesy.
- Principles and techniques of budget preparation and control.
- Oral and written communication skills.
- Operation of a computer and assigned software.

ABILITY TO:

Provide leadership and direction in assigned program.

Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.

Plan and organize programs.

Analyze problems, make decisions, and be responsible for those decisions.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and time lines.

Supervise and evaluate the performance of assigned staff.

Operate a computer and assigned software and standard office equipment.

Present information in a variety of settings, including Board of Education meetings and meetings with executive-level district staff.

Prepare comprehensive and narrative statistical reports.

WORKING CONDITIONS:

ENVIRONMENT: Indoor, office setting.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Issued: 1.14.14

Job Code 1542

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