

Escondido Union High School District Job Description

Job Title: Director, Pupil Services
Employee Unit: Management
FLSA Status: Exempt
Salary Level: Range 33 (220 days)
Approved By: Board of Trustees
Approved Date: 08/17/99

SUMMARY

Directs student information data base in support of educational services by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Develops and maintains compliance program to meet legal requirements concerning students rights to privacy and due process of law in accordance to applicable laws and regulations.

Develops and maintains complete student data base, including verification of residency, and provides information as requested by Assistant Superintendent of Educational Services.

Processes all intra/inter district transfer requests to assure compliance with state legislation.

Maintains and revises the student "Code of Conduct" and other materials dealing with student conduct and attendance.

Represents district in School Attendance Review Board hearings.

Represents district in student expulsion hearings.

Prepares and processes all student suspension and expulsion materials, including documents for Administrative Hearing panels and packets for Board of Trustees action and maintains accurate and complete student records.

Attends suspension extension hearing conferences.

Arranges for and convenes Administrative Hearing panels.

Notifies parents within specified timelines (pre-Administrative Hearing, post Administrative Hearing and post Board of Trustees action)

Prepares various reports as required by district, county, state or federal authorities, as directed by Assistant Superintendent of Educational Services.

Attends and participates in meetings as assigned by Assistant Superintendent.

SUPERVISORY RESPONSIBILITIES

Directly supervises one secretary. Carries out supervisory responsibilities in accordance with the

organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Fifth year college or university program certificate sufficient to earn administrative credential.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Administrative Services Credential.

OTHER SKILLS AND ABILITIES Clerical and Administrative Support positions require a working knowledge of Microsoft computer applications, including Microsoft Word, Excel, GroupWise.

Teaching and/or counseling experience in a secondary education environment.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform

the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position must have a penchant for detail, organization and accuracy, and a commitment to timelines and deadlines. Must be able to work cooperatively with school site administrators in obtaining information regarding suspensions and expulsions, must be able to communicate effectively with parents and with staff from other areas of responsibility. As a representative of the Escondido Union High School District, this individual must present a professional, helpful, cooperative image at all times.