

BUENA PARK SCHOOL DISTRICT

DIRECTOR STUDENT AND COMMUNITY SERVICES

DEFINITION

Under the direction of the Chief Personnel Officer, supports schools and community groups throughout the district on issues related to Child Welfare and Attendance. This position is responsible for advising parents, district and site personnel on regulations, rules, processes and procedures related to Child Welfare and Attendance, Foster Youth and Homeless Children, Social Emotional Learning, Counseling and Mental Health Services, and Tobacco Use and Prevention Education. The Director also collaborates with social service and law enforcement agencies and district personnel to enhance and/or modify CWA programs, processes.

EXAMPLES OF DUTIES

- Analyze and interpret laws, rules and regulations related to Child Welfare and Attendance.
- Develop and conduct training programs for school district personnel related to Child Welfare and Attendance, including student discipline and alternative education, including, but not limited to, Independent Study, Home/Hospital Study, and County and Opportunity Programs.
- Monitor and work with site administrators and other personnel to improve pupil attendance.
- Lead and attend School Attendance Review Board meetings and supports the development of School Attendance Review Teams through the CAST Process at each school site.
- Oversee and process intra-district and inter-district permit applications, and subsequent appeals.
- Lead implementation of positive school climate supports, including Counseling and Mental Health Services and act as a resource for students, parents and school sites.
- Lead Social Emotional Learning and Positive Behavior Interventions and Supports through the district's Multi-Tiered Systems of Support, including trauma education and supports.
- Coordinates, synthesizes, and communicates results from the CA Healthy Kids Survey.
- Represent the District as the lead for the Gang Reduction & Intervention Partnership (OC GRIP) with local police and probation departments.
- Represent the District as the lead to the Buena Park Collaborative and welfare partnerships.
- Lead agent for Foster Youth and Homeless Children.
- Oversee Tobacco Use & Prevention Program and grants related to tobacco products (i.e.; vaping).
- Develop processes, proposals, presentations, reports, correspondence and other materials (i.e., student expulsion reports, expulsion handbook, school crime reports).
- Serve as parent-community liaison at the district office by receiving and responding to general concerns and/or complaints from the public.
- Supervises certificated and classified staff.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Developmental needs and characteristics of school-age youth.
- Methods, practices and procedures of school attendance practices.
- State and District policies related to CWA, such as McKinney-Vento and Foster Youth.
- State and District policies related to intervention and progressive discipline, including suspension, expulsion, and alternative education programs.
- Modern office practices, procedures and equipment, including a computer.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Strong oral and written communication skills.

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Ability to:

- Understand, interpret, and explain rules, regulations and laws governing student attendance, discipline, and legal compliance.
- Effectively communicate information, advice and referrals to students and their families, with tact, diplomacy and discretion.
- Establish and maintain confidential records regarding students and their families.
- Providing services in crisis situations, remaining calm and using sound, independent judgement.
- Analyze a variety of situations and take appropriate action.
- Effectively compile, organize and present data through statistical and financial reports.
- Deliver large and small group oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Manage a departmental budget.
- Meet schedules and time lines.
- Operate a computer and other office equipment.
- Perform essential functions of the job with or without reasonable accommodation.

EDUCATION AND EXPERIENCE

- Master's Degree in Education, Educational Administration or related field is required.
- At least 5 years of experience as a classroom teacher, school counselor, or psychologist with leadership roles including the developing and implementing professional development programs.
- At least 3 years of experience as a school site principal.

LICENSES, CERTIFICATION and TESTING REQUIRED

Valid CA Credential authorizing service as a K-8 teacher, Pupil Personnel Services Credential, and/or School Psychologist Credential

Valid CA Administrative Services Credential

Valid CA driver's license and insurability by the District's liability insurance carrier