

**ALISAL UNION SCHOOL DISTRICT  
PERSONNEL DIVISION  
JOB DESCRIPTION**

**DIRECTOR OF PUPIL PERSONNEL SERVICES**

**PRIMARY FUNCTION:** Under administrative direction, the Director of Pupil Personnel Services works cooperatively with District staff and is responsible for planning, organizing and implementing programs and services to serve the behavioral, social, and emotional support needs of students in the District; Facilitation and coordination of all related services for all students throughout the school day, extended day, and extended year; implementation and oversight of the Positive Behavioral Interventions and Supports (PBIS) process; Development and implementation of a restorative justice process to empower all student to develop skills in dealing with conflict resolution; Management of a wide variety of program components (e.g. student support services, counseling and guidance, prevention programs, truancy prevention, health services, discipline processes).

**RESPONSIBLE TO:** Assistant/Associate Superintendent of Educational Services

**MAJOR DUTIES AND RESPONSIBILITIES:**

Provides leadership and oversight to ensure transparent delivery of student support services through collaborative and timely efforts with school based administrators, district personnel, parents and external organizations/agencies.

Provides leadership and direction in the administration of the district mental health, counseling, and systematic interventions (academic & behavioral) programs.

Monitors student attendance and welfare programs (e.g. student discipline, suspensions, expulsions, student and parent complaints, attendance, transfers, etc.) for the purpose of ensuring that services comply with district, state, and federal requirements.

Provides leadership and direction to ensure the development and ongoing maintenance of Comprehensive Safe Schools Plans

Coordinates the District-wide suspension/expulsion processes and referrals as well as collects, analyzes and reports discipline/violence data from school sites.

Processes student truancy referrals. Conducts parent conferences, monitors performance, conducts reviews, and presides at School Attendance Review Board (SARB) hearings and truancy mediation.

Provides leadership in planning, scheduling, reviewing, developing, executing, and evaluating the District's MTSS implementation, specifically, as it pertains to the social emotional and behavioral domains, including health and counseling services.

Provides direct technical assistance and implementation support to administrators and classroom teachers to facilitate the MTSS implementation.

Assists site and district administrators in the PBIS implementation, monitoring and professional development.

Coordinates the development of district-wide safety plans.

Oversees all student health-related issues, including nursing services.

Supervises and evaluates the counselors and monitors counseling services provided to all students.

Serves as a member of the District's Learning Team in the discussion and review of District policies, programs, and procedures; attends District Board of Education meetings; participates in decision making related to the administration and supervision of the District.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Provides formal and informal staff development/training related to both research and implementation of the MTSS strategies and practices.

Collaborates with other departments as well as with Preschool/TK-6 programs to align support services provided for a seamless district wide implementation.

Provides supervision, leadership, and support in conjunction with evaluation of all personnel reporting to the Pupil Personnel Services Director.

Coordinates the services of the areas of responsibility with other organizational units of the District.

Visits school sites and classrooms to assist site administrators in monitoring effective program implementation.

Manages annual budget for the related department.

Participates in articulation within the District, as well as schools outside of the District, the Monterey County Of Education, the California Department of Education, and others, related to the District's MTSS implementation.

Develops and updates District board policies as related to MTSS programs and services.

Prepares reports, as required, and special reports, as requested.

Follows state and federal guidelines delineated in California Education Code, other relevant state and federal law.

Ensures that all sites are reviewing relevant data regularly and systemically.

Communicates purposes, scopes and sequences of MTSS programs to parent and community groups as needed.

Researches and solicits private, local, State or Federal grants in order to provide, support, and/or enhance services to all students

Maintains open communication with all site administrators regarding the aforementioned services in order to meet the needs of every child

Serves as the District liaison in the assigned responsibilities.

Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:** Principles, practices, procedures, rules, codes, regulations, techniques and strategies of MTSS; MTSS framework and implementation strategies, including Academic, Behavioral, and Social-Emotional; Current instructional programs, curriculum, measurements and evaluation strategies; Education Code, Board and District policies and procedures related to instructional programs and curriculum; Social-emotional learning; Budget preparation and control; Major trends, methods, best practices, and publications in the field of whole child education, including Academic, Behavioral, and Social-Emotional; Principles and techniques of providing successful leadership and conflict management skills; Effectively work with individuals and groups; Interpersonal skills utilizing tact, patience and courtesy; Effective project management skills and risk management; and, Proficient computer technology and software skills.

**MINIMUM QUALIFICATIONS:**

**Ability to:** Provide leadership to site and district administrators, supervisors, counselors, health professionals, teachers on special assignment, classroom teachers, classified and other support staff; Effectively work with individuals and groups; Exercise interpersonal skills utilizing tact, patience and courtesy; Utilize effectively computer/software skills; Manage the operations of the assigned office, services, and personnel; Read, interpret and apply legal mandates, policies, rules, regulations and operational procedures pertaining to school and departmental operations; Effectively and efficiently, perform highly responsible administrative functions, duties, and activities; Provide support for schools; Develop goals and objectives; Establish and meet schedules and timelines; Work with discretion and confidentiality; Plan, organize, coordinate, assign, review, train, and evaluate the work of others; Define projects and specifications; Deal with a variety of projects simultaneously; Prepare clear and concise management reports; Exercise a high degree of technical skill and interpersonal competence in instructional product development and educational research design; Use technology and computer applications appropriate to the work environment; Establish and maintain cooperative and effective working relationships; Exercise poise, tact, good judgment, and ability to work effectively with District personnel, community, parents, and students; Communicate effectively in English, both orally and in writing in a clear and concise manner; Apply policies and procedures related to the assigned duties and responsibilities of the position with good judgment in a variety of situations; and, Demonstrate initiative and follow up on an assigned project in a timely manner.

**Experience:** Three years of successful teaching or counseling experience, preferably at the elementary level; Five years of successful management experience at the school or district level, preferably with three years as an elementary school principal Or comparable combination of relevant experience; A strong background in effective implementation of relevant efforts, such as MTSS, PBIS, Behavior, Restorative Justice, Counseling, Health, Safety, and Social-Emotional supports; Strategic Planning/Implementation.

**Education:** A master's degree or advanced degree of at least equivalent standard from a recognized college or university; Appropriate teaching or counseling credential and administrative credential as required by the State of California.

**DESIRABLE QUALIFICATIONS:**

Doctorate degree  
Bilingual (English-Spanish)

**PHYSICAL EFFORT/WORK ENVIRONMENT:**

Physical strength to perform the tasks that may be required of a Director. These physical requirements include:

1. Physical and mental stamina to perform the duties and responsibilities of the position
2. Manual dexterity sufficient to write, use the telephone and business machines
3. Physical ability to push/pull, squat, twist, turn, bend, and to reach overhead
4. Physical mobility sufficient to move about the work environment (office, district, school sites), drive an automobile and to respond to emergency situations
5. Physical strength sufficient to lift 25 pounds
6. Ability to sit for prolonged periods of time
7. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments

THE SUPERINTENDENT DESIGNATES THIS POSITION AS MANAGEMENT  
The work year for this position is 222 days.