

## Job Description

### **Position:**

Director of Supplemental Support Services

### **General Duties:**

Under the Direction of the Superintendent, the Director of Supplemental Support Services is responsible for the operation of all programs related to child welfare and attendance, student discipline, social emotional learning and counseling, intervention, foster and homeless youth services and other programs as detailed in the LCAP. This position is 80% supplemental support services and 20% administrative.

### **Job Goal:**

To maintain programs with high professional standards that support the academic and social emotional growth for all students and those identified as foster and homeless youth and/or socio economically disadvantaged.

### **Duties and Responsibilities**

- Serves as the principal of the Community Day School Program.
- Manages school administrative functions (e.g. facility maintenance, budget, staffing, etc.) for the health, safety and well-being of students and staff.
- Leads staff to plan, develop, organize and monitor effective, researched-based intervention and enrichment programs, both in-class and out of class, that are timely and targeted to student needs.
- Works closely with school and district staff, parents, students and community members to frequently assess the school's educational programs and facility needs, and develops short and long-term planning strategies for creating an optimal educational program.
- Provides staff development and training programs to improve student learning.
- Works cooperatively with all other sites, departments and administration for the purpose of maintaining alignment, communication, and coordination of resources.
- Establishes and maintains effective working relationships with parents, community members, outside agency personnel and other interested school stakeholders for the purpose of developing positive interactions.

Adopted 3/11/21



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- Responsible for a clean, safe environment and works collaboratively with the other directors and administrators to maintain quality programs and services.
- Works with pupil services staff members and district administrative personnel in identifying needs and in developing effective procedures for the organization, administration and evaluation of supplemental services.
- Directs preparation and administration of budgets for programs associated with pupil services, including Healthy Start and Foster Youth Services.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Observes and evaluates assigned personnel in accordance with the district's uniform guidelines for evaluation and assessment and recommends appropriate action.
- Advances the change process. Implements strategies and time frames to accomplish organizational objectives.
- Facilitates and organizes the District Wellness Council and manages all associated responsibilities of implementing the District Wellness Policy.
- Facilitates and organizes the District Technology Team in the development and implementation of the district technology plan.
- Facilitates and organizes the district Peer Assistance and Review (PAR) Panel and ensures adherence to contract requirements in the support of teachers.
- Works with instructional coaches to develop systems of support and professional development for teachers to ensure quality first instruction.
- Works with staff members and district administrative personnel in identifying needs, and in developing effective procedures for the organization, administration and evaluation of supplemental services and Comprehensive Support and Improvement (CSI) grants.
- Plans and coordinates efforts in improving student attendance and serves as Supervisor of Attendance.
- Supports school sites with issues of truancy including working with families and linking with services and works with LCOE attendance programs and personnel.
- Coordinates a local School Attendance Review Board (SARB) or referrals to the County SARB.
- Arranges and coordinates parenting classes as part of the SARB process.
- Assure compliance with state and federal mandates in the McKinney Vento and Homeless Youth Programs.
- Organizes the district student discipline programs and assists site administrators in consistent implementation.
- Coordinates, organizes and implements procedures for the district wide system of student transfers.
- Assists the superintendent with LCAP process and development as it relates to programs and supplemental supports for students.
- Provides direct instruction services to students as needed.
- Performs other duties as assigned.

**Physical Requirements:**

Ability to see for purposes of reading policies and printed material. Ability to understand speech at normal levels in person or on the telephone. Ability to communicate so others will be able to understand a normal conversation in person or on the telephone. Ability to operate necessary equipment including computers and computer software with dexterity. Ability to drive a vehicle to conduct work. Ability to occasionally lift/carry supplies, materials and equipment weighing up to 25 pounds. Ability to demonstrate mental acuity in the performance of job related duties and interactions with students and adults.

**Working Conditions:**

Public school work environment subject to sitting at a desk or standing for long periods of time, bending and crouching, kneeling at files, pushing/pulling file drawers, equipment and supplies, reaching in all directions and working at a computer or other standard school equipment.

**Qualifications:**

- Credential: Valid California credential authorizing service as an administrator at the K-12 level.
- Education: Bachelor's degree; Master's degree preferred; learning management systems, testing and evaluation, and fiscal management desirable.
- Experience: Special education, counseling other district program supervision responsibilities; administrative experience preferred; bilingual ability desirable.

**Salary:**

Placement on the Certificated Director Salary Schedule. All holidays and sick leave as required by the Education Code. Position is 80% director duties and 20% principal.

**Work Year:**

206 days per year

**Evaluation:**

Superintendent