

**TITLE: DIRECTOR OF STUDENT SUPPORT**

**REPORTS TO:** Executive Director of Student Support

**SUPERVISES:** Select classified and certificated personnel as assigned.

**JOB GOAL:** Under the direction and supervision of the Executive Director, the Director of Student Support shall be responsible for developing, planning, organizing, and implementing the District's safe schools program and District student support functions, such as, but not limited to athletics, activities, Title IV, student attendance, student discipline, and disaster preparedness.

## **QUALIFICATIONS**

### ***Knowledge of***

1. Federal, state, and local laws, codes, and statutes related to all areas of student rights/discipline, school safety, safety planning, emergency management planning, implementation, campus security, student activities and athletics including but not limited to student fees,
2. State and local polices regulating and governing activities and athletics.
3. Principles, trends, methods and procedures pertaining to security, safety, disaster preparedness.
4. Legal mandates, policies, regulations and guidelines pertaining to California Ed. Code, Student Activities, Student Athletics, safe schools, security and disaster preparedness.
5. Research and analysis methods, procedures and techniques.
6. Information and data management systems.
7. Radio communication and video surveillance systems.
8. Resources, both human and financial, that may be utilized to implement effective safety, security and disaster preparedness programs.
9. Principles of school safety planning and disaster/emergency readiness.
10. School-based prevention and intervention in the areas of alcohol, tobacco, e-cigarettes, and other drugs, bullying, gangs, hate motivated behaviors and youth violence.
11. Strategies to link at-risk youth to schools and reduce truancy and absenteeism
12. District organization, operations, policies, and objectives.
13. Interpersonal skills using tact, patience, and courtesy.
14. Budget preparation and control.
15. Effective public speaking techniques.
16. Oral and written communication skills.
17. Principles and practices of administration, supervision, and training.
18. Proper English, grammar, vocabulary and spelling.

### ***Ability to***

1. Effectively and efficiently organize, coordinate and direct safety, security and disaster preparedness.
2. Interpret, analyze and apply legal mandates, policies, regulations and guidelines pertaining to school safety, Activities, and Athletics.

### **Ability to** (continued)

3. Develop strong and effective partnerships with law enforcement, fire department and related county offices.
4. Plan, organize and influence the action of others toward the improvement of health, safety, athletic, and leadership programs and practices.
5. Work independently with minimum direction.
6. Conduct professional investigations on behalf of the school district.
7. Work collaboratively with outside organizations
8. Analyze complex problems and develop effective and efficient solutions.
9. Work with and advise district administrators on district practices, policies, and protocols.
10. Assist district administrators with parent concerns, investigations, and student discipline.
11. Develop policies and procedures related to school safety, and security ~~and~~ along with disaster preparedness programs.
12. Coordinate, develop, and/or conduct workshops and training seminars.
13. Meet schedules and timelines.
14. Prepare narrative and statistical reports as required.
15. Analyze situations accurately and adopt an effective course of action.
16. Effectively plan for and deal with change.
17. Perform the job functions in the job description.
18. Effectively and efficiently supervise and evaluate assigned staff.
19. Work successfully with diverse groups of people.
20. Communicate effectively both in oral and written forms.
21. Establish and maintain cooperative working relationships with all stakeholders.
22. Utilize current technology to communicate and interpret data effectively.
23. Collect, investigate and analyze data and prepare clear and concise reports related to school safety, security and hazard communication matters.
24. Handle all matters in a tactful, courteous, and confidential manner.
25. Identify and secure other funding streams through grants and foundation applications.

### **Training and Experience**

1. Administrative experience overseeing school safety, and/or security, supplemented by coursework, training or workshops in school safety planning, emergency readiness, crime prevention through environmental design, youth development and other relevant topics preferred.
2. Administrative experience overseeing Athletics and Activities in a school setting.
3. Successful administrative experience overseeing budget.
4. Administrative experience in personnel, educational policies, hiring practices, and staff evaluations.
5. Master's degree or higher from an accredited university and a valid California Administrative Credential preferred.
6. Any other combination of education and experience likely to achieve the skills, knowledge, abilities and traits may be considered.

## ESSENTIAL FUNCTIONS

1. Assists District personnel and school sites with the development of *school* site safety plans and the implementation of policies related to student discipline, student and employee safety.
2. Assists District Administration and school sites with parent concerns, Board policies, investigations, Ed. Code, Law interpretations, and day to day operations.
3. Assist school sites with policy compliance.
4. Assist school sites in evaluation of programs, personnel, fees, funding, and day to day operations.
5. Work collaboratively with Risk Management.
6. Work in conjunction with all members of Student Support including but not limited to: Attendance, Transfers, Custody, Mental Health, Counseling, and At-Promise youth.
7. Work collaboratively with the Special Education Department on assessment and placement of Special Needs students.
8. Oversee and coordinate expulsion hearings.
9. Attend RCOE Board meetings in regard to Inter-district transfers and appeals.
10. Work collaboratively with all Executive Directors, Assistant Superintendents, and the Superintendent on established district goals.
11. Work collaboratively with District administration to implement all LCAP goals.
12. Oversee and work collaboratively with District Maintenance on all safety related projects.
13. Communicate effectively the safety needs of the district to senior administrators.
14. Provides ongoing support to athletic and activities directors as it relates to issues of District philosophy, practice, and protocols including safety and policy compliance.
15. Assists school sites with the development of school readiness plans, drills and exercises.
16. Coordinates and/or conducts ongoing trainings and communication system implementation.
17. Coordinates and provides ongoing training and capacity building of campus security personnel.
18. Works effectively with local Police and Fire emergency service providers in the development of programs, policies, or procedures to the mutual benefit of the district and community.
19. Plans, organizes, and coordinates the functions and activities of the Safety/Emergency Planning and subcommittees including site/facility safety reviews.
20. Assists school sites with implementation of bully prevention, gang prevention and youth violence prevention strategies.
21. Assists with student support complaints and meet with stakeholders as needed.
22. Assists school sites with implementation of diversity programs.
23. Assists school sites with implementation of alcohol, tobacco and other drug programs.
24. Develops after-school programs to reduce negative behaviors and increase academic achievement.
25. Supervises and evaluates the performance of assigned staff.
26. Prepares and maintains a variety of correspondence, reports, records and files related to assigned activities and personnel.
27. Identifies and secures school safety funding streams.
28. Assists with budget development for assigned areas of responsibilities.
29. Performs related duties as assigned.

*This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to be accurately reflect the principal job elements.*

## PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift/and or carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to push and pull objects weighing up to thirty (30) pounds.
9. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
10. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
11. Able to operate a motor vehicle in a safe and effective manner.

*While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.*

## SPECIAL REQUIREMENTS

1. Possession and maintenance of a valid and appropriate California Driver's License; have an acceptable driving record; and be insurable at standard rates by the district's insurance carrier and maintain such insurability during the course of employment.
2. Must use safety equipment and devices designated for this position.

**TERMS OF EMPLOYMENT:** Twelve-month work year  
Certificated Management

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Management Personnel. The Executive Director of Student Support will complete the evaluation.

Approved by: Board of Education Date: 9/19/07  
Revised: 3/12/20

Murrieta Valley Unified School District is a drug-free & tobacco-free workplace and equal opportunity employer.

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.