

GRIDLEY UNIFIED SCHOOL DISTRICT
Job Description

JOB TITLE: DIRECTOR OF STUDENT SERVICES

DIVISION: Administrative
SALARY: Administrative

WORK DAYS: 220 days
REPORTS TO: Superintendent/Designee

SUMMARY: Under the general supervision and direction of the Superintendent, the Director of Student Services is responsible for the planning, development, organization, management, and implementation of all aspects of Special Education and student services and the evaluation of assigned personnel. Responsibilities include but are not limited to the operation, implementation, and oversight of the District's Special Education, health, counseling and welfare, Drug/Alcohol/Tobacco Use Prevention (TUPE), homeless and McKinney Vento, attendance, and discipline procedures and programs in compliance with District, SELPA, state, and federal mandates, codes, laws, and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides leadership and daily oversight to the staff in determining objectives and identifying program needs as the basis for developing long and short-range plans for the alternative education and special education programs.
- Develops and recommends new programs to meet the needs of special populations, such as pregnant minors and Independent Study Program, Home School, Adult Education, Community Day School and is responsible for implementation of such programs when approved.
- Oversee the development and implementation of programs that promote student success, well-being, and inclusive practices.
- Monitor and ensure compliance with federal, state, and local laws, including adherence to the California Education Code.
- Advocate for policies and practices that promote equity, inclusion, and access to resources for all students.
- Support staff in ensuring appropriate accommodations and modifications are implemented in alignment with California Education Code and FAPE.
- Ensure the provision of high-quality support services, including mental health, counseling, intervention programs, and special education.
- Oversee Individualized Education Programs (IEPs) ensuring they meet legal requirements and best practices.
- Develop and implement initiatives to improve academic and behavioral outcomes for students with diverse needs.
- Collaborate with school site administrators to address student needs and provide professional development for staff.
- Supervises and evaluates assigned special education and student services personnel. Supervises and evaluates the performance of all assigned personnel in accordance with the district adopted uniform guidelines for evaluation and assessment. Recommends appropriate action in cases of substandard performances and identifies and encourages individual teachers with leadership potential.
- Provides consultation, support and technical assistance to site principals, special/general education teachers, specialists and other district staff on all educational, program and legal matters relating to special education programs and related services.
- Coordinates IEP processes including identification, assessment, and appropriate placement of students; facilitates IEP meetings as needed.
- Develops, recommends for approval, and monitors all contracts with other public education and non-public schools and agencies for required learning support programs and services not available within the District.
- Plans, develops and provides staff development to special education and general education staff members.
- Assists in developing programs to support effective discipline and positive attendance.
- Coordinates the District's attendance program in compliance with policies and laws; Directs the planning, organization and coordination of the District's pupil attendance programs, including the School Attendance Review Team (SART) and Board (SARB) processes.
- Oversees the District's health and nurse services and programs; coordinates the District's home and hospital program, McKinney-Vento for homeless students, and independent study programs.

- Oversees the District's counseling and guidance program(s) and coordinates inter-agency mental health and counseling efforts to address personal, social, educational and career development, suicide prevention and awareness, bullying and harassment prevention, and character education.
- Oversees the design, articulation, and implementation of the District's and school sites' student behavior and intervention program in coordination with principals; maintains partnerships with probation, SROs, and law enforcement.
- Chairs, conducts, and supervises discipline hearing panels and ensures due process in all cases; monitors compliance with special education discipline including manifestation determination.
- Coordinates the articulation of special education curriculum and instructional strategies as well as training and staff development to special education and student services personnel in consultation with the Director of Curriculum and Instruction.
- Develops and implements behavioral and academic interventions through Multi-Tiered Systems of Support (MTSS) in coordination with the Director of Curriculum and Instruction to support the needs of general education and special/exceptional needs students, students from underrepresented minorities and low socioeconomic backgrounds.
- Attends and participates in professional committees, conferences, workshops, and meetings; maintains current knowledge of trends and innovations as well as of laws, codes, regulations and pending legislature related to student services and special education.
- Establishes and maintains cooperative relationships with community agencies and organizations and explores ways of using community and school resources to provide services to students; serves as the District representative to Butte County SELPA and other county, state, or national student services and special education organizations.
- Establishes communication and feedback systems and processes for monitoring and auditing student support programs and activities; ensuring these programs and activities are pursued within appropriate accountability and compliance guidelines.
- Oversees the LEA Medi-Cal, MAA, and The Children and Youth Behavioral Health Initiative (CYBHI) reimbursement programs.
- Plans, directs, and evaluates the instructional program of the alternative education program, including responsibility for implementing the district's curriculum in accordance with the needs of the alternative education programs.
- Plan, organize, develop, and implement budget planning, and expenditure control processes and procedures for the alternative education and special education programs.
- Performs other related duties as assigned.

OVERSEES THE FOLLOWING PROGRAMS AND DEPARTMENTS:

- Special Education (supervision, IEP process, Inclusion)
- Reimbursement programs: LEA Medi-Cal, MAA, and The Children and Youth Behavioral Health Initiative (CYBHI)
- Health Services
- Attendance
- Homeless Liaison
- Student and Staff Welfare (Drug, alcohol, and tobacco programs; counseling; suicide)
- Principal of Alternative Education; support site-based leadership and governance

CREDENTIALS REQUIRED

Possession of a valid California teaching and/or service credential and a valid California Administrative Services credential.

QUALIFICATIONS

Knowledge of:

- Principles, practices, trends, goals, and objectives of public education, particularly in the alternative education and special education setting
- Principles of effective supervision, leadership, training, coaching and performance evaluation
- Effective staff development practices, techniques and delivery systems
- Procedures, methods, and techniques of workflow management and organization
- Special education and administration of an alternative school design and delivery systems, including audit and evaluation processes to determine program and service effectiveness
- Curriculum, instruction, and pupil service trends, strategies and techniques
- Student activity, behavior management, and campus supervision and control methods, procedures and techniques

- Basic procedures, methods and techniques of budget preparation and control
- Human relationships, conflict resolution strategies and procedures, and team management building methods and techniques

Ability to:

- Effectively plan, organize, and coordinate the management functions and activities of an alternative education program and special education program
- Demonstrate a positive instructional leadership model
- Effectively analyze problems, issues and concerns and formulate appropriate alternative solutions
- Interpret the organizational and division strategic plan and create relevant goals and plans for the alternative education and special education programs
- Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

EDUCATION AND/OR EXPERIENCE: Any combination of education and experience and/or training that would likely provide the required knowledge and skills for the position such as five (5) years of experience in an increasingly responsible special education and/or alternative education setting and completion of a Bachelor of Arts or higher degree in administration and supervision, psychology, special education or closely related fields. Prior administrative experience preferred. Master's degree in related fields preferred.

LANGUAGE SKILLS: Read, write and speak at a level sufficient to fulfill the duties to be performed. Ability to write routine reports and correspondence. Ability to speak effectively before groups of parents, students and/or employees in the district.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: California Driver's License (by first day of service). Computer skills in Microsoft Office.

OTHER SKILLS AND ABILITIES: Ability to interact with staff, students, parents and others in an open, friendly business-like manner. Ability to establish and maintain cooperative working relationships with school administrators, teachers, students, community groups, vendors, employees and their organizations, subordinate personnel and the general public. Ability to direct and supervise employees for maximum productivity and morale. Ability to analyze situations accurately and to adopt appropriate courses of action. Ability to speak before groups and write effectively. Ability to physically travel to various district facilities and or activities.

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 talk or hear. The employee frequently is required to stand, walk, sit, use hands to manipulate, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, taste and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate to loud.

SUPERVISORY RESPONSIBILITIES: Exercises direct supervision over other certificated and classified employees in accordance with the district's policies, including planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

Board approved: 06/25/2025