Information Sheet - 08/15/2023 - Board of Trustees Meeting

TO: Board of Trustees Item: 6.6

FR: Emily Stroup

DATE: August 15, 2023

RE: Proposed New Job Description and Salary Schedule Placement - Student Services Specialist, Classified Management/Confidential Salary Schedule Range 370

The District is proposing the addition of the following Classified Confidential position and Salary Schedule Placement:

Student Services Specialist

Recommendation:

Approval of the Proposed New Job Description and Salary Schedule Placement - Student Services Specialist, Classified Management/Confidential Salary Schedule Range 370

JOB DESCRIPTION

POSITION: Student Services Specialist
SALARY PLACEMENT: Classified Confidential

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:
AA Degree in a related field or equivalent experience. Minimum of four years of increasingly responsible experience assisting with student support programs and/or experience working with school age students in the areas of Curriculum and Instruction, GATE, MTSS, PBIS, and English Learners.

Possession of a valid California Driver License and a driving record satisfactory to the District's insurance company.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:
BA Degree in a related field. Experience, training or coursework in child growth and development, special education, instructional technology, or a closely related field.

SUMMARY OF POSITION:
Performs a variety of technical and complex administrative support duties associated with, but not limited to, discipline, foster and homeless students, truancy and chronic absenteeism, 504 Plans, Home/Hospital Instruction, assistance with special programs (ie. GATE, EL, Advanced Math, etc.), supports/services and community based organizations.

CREDENTIALS AND/OR SKILLS AND ABILITIES:
Under limited supervision, this position performs normal to highly complex administrative support activities. This position is expected to apply a working knowledge to resolve situations which are highly confidential, and can be complex and unique in nature. This position exercises independent judgment in routine administrative matters, preparing reports, legal notices, and correspondence, addressing initial complaints from the public or employees and other matters of similar complexity, as they pertain to Student Services. This position assures that due process is followed according to the Education Code and District policies and procedures. Prepares highly sensitive documents and work which involves handling private/confidential information. This position requires a working knowledge of laws, policies, regulations, procedures and support for discipline, foster and homeless students, truancy and chronic absenteeism, 504 plans, Home/Hospital instruction, special programs and community based organizations.

ESSENTIAL FUNCTIONS:
Essential functions may include but are not limited to:

1. Provide specialized, technical support to sites within the framework of laws, policies, regulations and procedures surrounding foster youth, homeless youth, juvenile justice

involved youth, attendance, suspensions, expulsions, home instruction, 504 plans, EL Plans, GATE and other sensitive responsibilities under Student Services.

2. Work independently, including the ability to interpret and apply pertinent laws, policies, regulations, and procedures, and to make independent judgment calls when presented with different scenarios.

3. Responsible for accessing and maintaining databases and files that contain highly confidential and sensitive information, and ensuring such information is handled with discretion, and disseminated only to staff with a legitimate interest/legal right to know.

4. Receive, review and verify applications to determine qualification of supports and safeguards as prescribed by law.

5. Serve as a liaison to sites, as well as to outside governmental and community agencies, around matters involving foster youth, homeless youth, juvenile justice involved youth, attendance, suspensions, expulsions, home instruction, 504 plans, special programs and other sensitive responsibilities under Student Services.

6. Screen incoming telephone calls and walk-ins, evaluating the relative importance of each issue and independently resolving routine matters or refer to others when necessary.

7. Perform special projects as assigned. Conduct research of business transactions, official proceedings, employee and student records, industry statistics and trends, site and districtwide data, etc., to compile reports for administration or to regulatory or governing agencies.

8. Receive, handle and store highly confidential information pertaining to the District or assigned department and maintain confidentiality.

9. Work in cooperation with other public agencies such as the District Attorney, Public Defender, Probation Department, Police and Sheriff's Departments, Health and Human Resources, California Department of Education, County Office of Education, and community based organizations.

10. Maintain all data pertaining to and associated with District and State Assessments.

11. Arrange for and assist with the administration of district training for the administration of District and State Assessments (ie. ELPAC, CAASPP, Benchmark assessments).

12. Run reports for and provide data to both the Director and Coordinator pertaining to District and State Assessment results.

13. Receive and process referrals for student expulsions, as well as involuntary and administrative transfers, and answer questions regarding the processes.

14. Work in coordination with the Director and Coordinator in matters regarding student

re-entry from expulsion and student behavior and attendance hearings.

15. Assist in the collection of analytical data, maintain reports, and make assessments in regards to all truancy, and behavioral prevention programs.

16. Maintain the monthly accounting of student suspensions, expulsions, involuntary and administrative transfers, students referred to Truancy Mediation, Student Attendance Review Board, site Attendance Review Conferences, and other relevant departmental statistics.

17. Contact other departments to obtain information and documents, as needed.

18. Work in conjunction with sites and community organizations to meet the various needs of students (i.e., truants, chronic absentees, foster and homeless students, students in crisis, social and emotional, home hospital, etc.).

19. Provide training and support to school site personnel on attendance matters, department processes, laws and district responsibilities regarding foster and homeless youth, and district supports and services.

20. Perform other duties as required to accomplish the objectives of the position.

DIRECTLY REPORTS TO:
Coordinator of Curriculum, Categoricals and Special Projects, and
Director of Student Services

PHYSICAL ENVIRONMENT:
Must be able to stand, walk, sit and lift up to 25 lbs., bend, twist, reach and stretch, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, able to operate office machines and equipment, demonstrate manual dexterity necessary to operate calculator, typewriter, and computer keyboard, clear vision and hearing.

WORK ENVIRONMENT:
Employees in this position will be required to work in a District office environment; subject to many demands on time and constant interruptions. Employees may come in contact with school district staff, outside agencies, students and the public.

BOARD APPROVED:
TBD

2022-2023 CLASSIFIED MANAGEMENT/CONFIDENTIAL SALARY SCHEDULE

CLASSIFIED MANAGEMENT							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
10	CBO	252	$140,174	$144,384	$148,709	$153,172	$157,773
20	Director Maintenance, Operations & Transportation	261	$75,063	$78,751	$82,746	$86,883	$91,223
25	Information Technology Coordinator	251	$71,433	$75,054	$78,788	$82,741	$86,849
30	Director Food Services	220	$58,432	$60,241	$63,275	$66,410	$69,748
35	Director of Information Technology	251	$84,872	$89,115	$93,036	$97,688	$102,572
40	Educational Behavior Analyst	187	$92,690	$95,473	$98,337	$101,286	$104,423

CONFIDENTIAL							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
310	Administrative Assistant II	251	$32.37	$33.87	$35.48	$37.13	$38.89
320	Administrative Assistant I	251	$27.23	$28.60	$30.03	$31.54	$33.11
325	Human Resources Specialist	251	$27.92	$29.32	$30.78	$32.33	$33.94
330	School Information Systems Specialist	251	$28.52	$29.95	$31.46	$33.03	$34.69
340	Business Services Specialist	251	$25.68	$26.97	$28.33	$29.72	$31.21
350	Payroll/Accounts Specialist	251	$24.46	$25.68	$26.97	$28.33	$29.73
360	Administrative Assistant to the Principal	224	$22.60	$23.73	$24.91	$26.15	$27.46
370	Student Services Specialist	251	$32.37	$33.87	$35.48	$37.13	$38.89

LONGEVITY

3.5% at 15 years
2% at 19 years
2.5% at 20 years
1% at 22 years
2.5% at 25 years

FISCAL YEAR 2022-2023 - 10%

Board approved: April 4, 2023
Effective: July 1, 2022