Information Sheet - 04-09-2024 - Board of Trustees Meeting

TO: Board of Trustees Item: 6.4

FR: Emily Stroup

DATE: April 9, 2024

RE: Proposed New Job Description and Salary Schedule Placement - Director of Student Services, Certificated Management/Psychologists/Speech Language Pathologists/District Nurse Salary Schedule Range 30.

The District is proposing the addition of the following Certificated Management position and Salary Schedule Placement:

Director of Student Services

Recommendation:

Approval of the Proposed New Job Description and Salary Schedule Placement - Director of Student Services, Certificated Management/Psychologists/Speech Language Pathologists/District Nurse Salary Schedule Range 30.

JOB DESCRIPTION

POSITION: Director of Student Services
SALARY PLACEMENT: Certificated Management

DUTIES:
The Director of Student Services plans, coordinates and establishes goals and objectives related to Student Services, including Child Welfare and Attendance, student records, student discipline and student enrollment.

DIRECTLY RESPONSIBLE TO:
Superintendent

RESPONSIBILITIES:

1. Provides departmental leadership that promotes collaborative planning, innovative thinking and exemplary programs and services.
2. Interprets and applies laws, rules and District policies relating to Student Services.
3. Develops, recommends and implements policies and procedures regarding attendance, discipline, student records, school safety, and child health and welfare.
4. Develops, coordinates and supervises student attendance and serves as the District SARB Coordinator.
5. Makes recommendations related to Board policies in the area of Student Services to assure compliance with the law.
6. Supervises, directs and evaluates the performance of assigned personnel
    a. School Resource Officer (SRO), District Nurse, Student and Community Liaison, Counselor
7. Represents the District and serves as liaison between the district and educational partners as directed.
8. Attends Board meetings and prepares Board agenda items; presents reports and provides technical counsel to the Board as requested by the Superintendent; reviews and presents Board items affecting Student Services; updates the Board in Closed Sessions regarding confidential student issues as needed.
9. Develops and monitors department budgets, and other budgets as may be assigned.
10. Prepares reports and makes recommendations related to personnel needs and projections; and completes questionnaires and surveys related to Student Services
11. Responsible for the District's discipline process related to suspensions and expulsions.
12. Hears parent complaints and processes appeals with respect to student discipline and attendance.
13. Processes and investigates sexual harassment and bullying complaints regarding students.
14. Coordinates the preparation and distribution of welcome back packets of each school year.
15. Works with the principals to facilitate the design, coordination, development,

establishment and implementation of student safety and supervision procedures utilizing the PBIS program.

16. Provides direction for student health and prevention services.
17. Serves as liaison for the district's Homeless and Foster Youth programs.
18. Attends and conducts meetings, state and regional conferences and workshops to remain current in all issues relating to student services issues.
19. Performs other duties as assigned.

QUALIFICATIONS:

Education: Shall hold a valid administrative services credential, have a master's degree (preferred), have experience in teaching and administration at various grade levels, have experience supervising and evaluating classified and certificated personnel, have knowledge of effective teaching methodologies and demonstrate a knowledge of state and federal education laws.

KNOWLEDGE OF:

1. Principles, trends, methods, strategies, practices and procedures pertaining to Student Services, including instruction, assessment and resource allocations.
2. State and Federal educational program requirements.
3. Student Services programs and laws, codes, rules and regulations related to areas of responsibility.
4. Legal mandates, applicable sections of the Education Code, District policies and regulations, laws, practices and procedures, and financial and statistical record-keeping techniques.

ABILITY TO:

1. Communicate both verbally and in writing.
2. Establish and maintain effective relationships with a wide variety of groups and individuals.
3. Train, supervise and evaluate assigned staff.
4. Prepare, administer and monitor assigned budgets
5. Maintain current knowledge of program rules, regulations, requirements and restrictions.
6. Maintain confidentiality of records and privileged communications.
7. Accurately interpret and administer legal mandates, policies and regulations
8. Effectively serve as a resource to the Superintendent, administration and employees pertaining to Student Services related issues.

ADA REQUIREMENTS:

Sit for extended periods at a desk, conference table or in meeting rooms; frequently stand and walk; bend, stoop and reach overhead; normal manual dexterity and eye-hand coordination; physical agility to lift and move up to 25 pounds; see and read a computer screen, and printed matter with or without visual aids; verbal communications including the ability to speak and hear at normal room levels; ability to use office equipment including computer terminals, telephones, calculators, copiers and FAX.

CREATED: April 2024
BOARD APPROVED: TBD

2022-2023 CERTIFICATED MANAGEMENT/PSYCHOLOGIST/SPEECH LANGUAGE PATHOLOGIST/DISTRICT NURSE SALARY SCHEDULE

CERTIFICATED MANAGEMENT							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
20	Human Resources Director	225	$140,686	$144,911	$149,252	$153,731	$158,349
120	*Director of Student Services and Special Education	225	$140,686	$144,911	$149,252	$153,731	$158,349
30	*Director of Special Education/Director of Student Services	225	$140,686	$144,911	$149,252	$153,731	$158,349
40	Principal	210	$129,996	$133,897	$137,910	$142,049	$146,308
50	Vice Principal	200	$106,941	$110,149	$113,453	$116,859	$120,364
60	Coordinator of Curriculum & Categorical	210	$102,981	$106,075	$109,254	$112,534	$115,909

PSYCHOLOGIST/SPEECH LANGUAGE PATHOLOGIST/BEHAVIOR SPECIALIST							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
70	*Psychologist	187	$100,755	$103,779	$106,892	$110,098	$113,507
80	*Speech Language Pathologist	187	$97,974	$100,915	$103,942	$107,060	$110,375
100	*Behavior Specialist	187	$92,691	$95,473	$98,337	$101,286	$104,423
110	*Special Education Program Specialist	200	$112,394	$115,735	$119,238	$122,815	$126,500

DISTRICT NURSE							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
90	District Nurse	187	$92,691	$95,473	$98,337	$101,286	$104,423

Certificated Management employees who have earned a Master's Degree shall receive, in addition to their regular pay, an annual stipend of $2,000. Certificated Management employees who have earned a Doctorate Degree shall receive, in addition to their regular pay and the Master's stipend, an annual stipend of $2,000.

*These Employeees, with the possession of the appropriate credential, will receive an annual Special Education stipend of $3,000.

LONGEVITY

1% at 15 years

2% at 19 years

1% at 22 years

FISCAL YEAR 2022-2023 - 10%

Board approve April 4, 2023

Effective: July 1, 2022