

PROGRAM MANAGER, STUDENT SUPPORTS

PRIMARY FUNCTION:

Under the direction of the Assistant Superintendent, Educational Services, the Student Supports Program Manager is responsible for supporting the planning, delivery, and evaluation of all aspects of the District's student support services, including professional development, resources and materials, program design, and data collection and analysis.

Professional Responsibilities

1. Compile and analyze data, perform basic accounting and audit services as required for documentation and program planning.
2. Implement District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
3. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings.
4. Maintain personal standards of grooming and professionalism.
5. Maintain standard of promptness in carrying out assignments. Meet professional standards required of all administrators as described in the California Professional Standards for Educational Leaders.

ESSENTIAL FUNCTIONS:

1. Organize, implement and evaluate on an ongoing basis the comprehensive student services program.
2. Coordinate the planning and delivery of professional development programs for positive behavior supports, resiliency, anti-bullying, behavior interventions, school-based counseling, mental health services, health related services, playground supervision, school safety, and character education.
3. Work with principals to ensure safe, orderly campuses, and develop annual safety plans; provide guidance and support regarding behavioral interventions.
4. Develop collaborative interagency partnerships to support children and youth.
5. Develop procedures, provide direction and staff development, and monitor compliance of Section 504 of the Rehabilitation Act of 1972 and the Americans with Disabilities Act (ADA) as it relates to students.
6. Interpret federal, state and District regulations and policies pertaining to attendance, enrollment, and custody.

LA MESA-SPRING VALLEY SCHOOL DISTRICT
CERTIFICATED ADMINISTRATIVE DESCRIPTION

ESSENTIAL FUNCTIONS (continued):

7. Interpret federal, state, and District regulations and policies pertaining to suspension, expulsion, and student discipline.
8. Administer and coordinate all aspects of Administrative Review Panel (ARP)/expulsion hearings.
9. Oversee registration, and open enrollment processes for the purpose of ensuring compliance with district goals, procedures, policies, and applicable regulations.
10. Supervise and assist in the coordination of district nurses, health technicians, school social workers, counselors, behavior intervention specialists, and mental health services.
11. Oversee the Home Hospital instructional program.
12. Provide direction and coordination for the development of School Safety Plans, Student Handbooks, and Parent Rights and Responsibilities Guide.
13. Serve as the custodian of student records.
14. Act as a liaison between the District, the Sheriff's' Department, the La Mesa Police Department, the El Cajon Police Department, and the County Probation Department.
15. Oversee District participation in East County SARB and school site SART meetings and provide the completed documentation regarding student attendance and truancy issues.
16. Consult with parents regarding student behavior, attendance, and truancy.
17. Serve as Foster Youth and Homeless Youth liaison.
18. Serve as the Uniform Complaint Officer and Office of Civil Rights liaison.
19. Related duties as assigned.

Other Duties and Responsibilities

1. Function as a member of the District Management Team, and Learning Leaders, performing any and all other duties as assigned by the Superintendent and Assistant Superintendent, Educational Services.
2. Promote good health and wellness practices.

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CERTIFICATED ADMINISTRATIVE DESCRIPTION

QUALIFICATION STANDARDS:

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate’s personal characteristics, scholastic attainment, ability to communicate effectively, and performance.

EXPERIENCE:

Minimum five years’ teaching experience in a public school setting. Supervisory experience preferred.

EDUCATION/CREDENTIALS:

Valid teaching credential
Master’s degree in Educational Administration or Educational Leadership
Administrative Services Credential

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a significant diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.

Physical Abilities:

- Hearing and speaking to exchange information and make presentations.
- Lifting books, materials, and equipment to execute lessons and presentations.
- Seeing to read, prepare, and review a variety of activities, and to monitor student activities.