

**DIRECTOR OF BEHAVIOR INTERVENTION AND STUDENT SERVICES****DEFINITION:**

Under the direction of the Assistant Superintendents of Elementary and Secondary Instruction and Assistant Superintendent of Special Education, develop and administer established procedures for: registration of students related to residence; inter-district agreements; group home and court placements. Incumbent will conduct due process hearings related to behavior, safety and severance of attendance, including Board of Education hearings. The Director of Behavior Intervention and Student Services is accountable for improving student achievement; enforcing the compulsory school attendance laws as provided in the Education Code of California to assist students to stay in school on target to graduate; assisting in various areas related to attendance including expulsions and readmissions in support of encouraging students to achieve their personal best, and providing a safe, clean, and orderly learning and working environment.

The Director is responsible to assist in planning, organizing, coordinating and supervising prevention education programs for students and their families to address non-academic problems that interfere with the student's ability to be successful in school; create systems that address behaviors and strengthens relationships; facilitate the ongoing development and maintenance of systems such as Positive Behavioral Interventions and Supports (PBIS), and Restorative Practices, for individual students, school-wide, and district levels; provide support through training, technical assistance, monitoring, and policy development, as outlined below, through collaboration with District staff and administrators; collaborate with school, District, county, and community stakeholders to advance supports and interventions for student success.

**QUALIFICATIONS:**

Experience: Five years of teaching experience in public schools, two or more years in district or school management position preferred, with a background in discipline and law. Sustained effort in implementation of positive school climate programs. Successful administrator/trainer experience desirable. Bilingual in English/Spanish desirable.

Education: California Administrative Credential; Master's Degree in a related field

Other: California Driver License; this position requires the use of the employee's personal vehicle

**DISTINGUISHING CHARACTERISTICS:**

- Demonstrate leadership in meeting District goals for improving student achievement
- Work with changing priorities, regulations, and deadlines
- Analyze situations accurately and recommend necessary actions
- Perform essential job functions and job task requirements
- Be an effective team member
- Implement District-wide programs and systems
- Demonstrate skills collaborating with teachers, administrators, and community
- Proven track record of consistently signed stipulated expulsions

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Assistant Superintendents, incumbent will:

- Attend all Board of Education meetings.
- Provide procedural in-services for enrolling students related to residency.
- Act as liaison with contiguous school districts related to residency and school enrollment.
- Receive and process inter-district agreements per established procedures; monitor, track, and sign all inter-district transfer permits.
- In concert with site administrators, develop action plans to improve school attendance for at-risk students with a priority on early intervention.
- Work collaboratively with Director of Social and Emotional Learning and Development and Director of Curriculum and Instruction to provide a continuum of behavior supports.
- Oversee Positive Behavioral Interventions, Restorative Practice training and Support (P.B.I.S.) programs implemented at all schools.
- Facilitate school-wide PBIS and Restorative Practice trainings and assistance to district and site stakeholders.
- Analyze data to provide site-based and district-wide overview of progress toward district PBIS and Restorative Practice goals.
- Assist school sites with the implementation and use of student data systems to track suspensions, chronic truancy, and office discipline referrals; supports sites with the review of attendance data for students with high levels of office discipline referrals.
- Assist school sites in assessing current practices and policies for consistency with prevention objectives.
- Evaluate situations that act as a deterrent for students to successfully complete high school, such as child abuse, pregnancy, neglect, drug abuse, law violations, gang affiliation, etc.; provide communication links to appropriate agencies and/or resources.
- Serve as the District Student Attendance Review Board (SARB) Chair and make appropriate student placements.
- Represent the District with attorneys, advocates, child protection services, probation department, district attorney's office concerning student law, attendance, records, and discipline.
- Serve as liaison between the District and local law enforcement.

**DIRECTOR OF BEHAVIOR INTERVENTION AND STUDENT SERVICES**

- Conduct hearings for students who are recommended for expulsion, transfer, or probation and produce all required documentation for expulsion panel hearings in accordance with state statute and board policy
- Evaluate court orders, subpoenas, custody papers, caregiver affidavits, powers of attorney, and all other reports or other student records to be certain they are interpreted correctly and in accordance with statute.
- Facilitate student re-enrollment hearings following the completion of expulsion contracts. Expunge student records in accordance with Edcode and District Policy.
- Prepare reports, as required by county and state agencies.
- Coordinate the District wide implementation of the alternative programs and facilitate alternative placement; support and assist the alternative education principals with the operations of their site, student discipline, attendance, and safety.
- Oversee suspension appeals from the alternative education programs and render a decision in accordance with statute and Board policy.
- Serve on District Safety Committee.
- In conjunction with School Resource Officers and Risk Manager, provide school safety assessments, active shooter drills, and safety presentations to school staff.
- Provide in-service and training to district staff as well as other educational organizations on incident management and investigative practices trainings, student law, expulsions, safety and bullying prevention.
- Compile and maintain information for the purpose of supporting students that are having bullying concerns.
- Ensure that all students, parents, and school employees are notified annually of the process by which they can make reports of bullying.
- Maintain current knowledge of applicable provisions of federal, state, and District guidelines, rules, and regulations; review existing and pending legislation related to assigned duties and procedural guidelines.
- Provide technical expertise, information, and assistance to Assistant Superintendents regarding unusual trends, or problems, and recommend appropriate corrective action.
- Communicate, in a timely manner, with District personnel, the Board of Education, SARB, families and outside organizations to coordinate activities, resolve issues or concerns, or exchange information to provide delivery of high quality services.
- Oversee the placement of Foster Youth, homeless, group homes, court orders, juvenile hall, community schools, and sex offender students to ensure that they are placed appropriately.
- Assist District and site stakeholders with prevention, intervention and response to youth suicide and self-harm.
- Provide referrals to appropriate in-district and community resources.
- Assist in organizing, coordinating, conducting, and evaluating assigned special events, workshops, conferences and activities.
- Conduct home visits for the purpose of disciplinary and court issues, and for determining the causes of poor attendance, communication of truancy findings to parents, locating truant students, and/or counseling family on issues affecting student attendance.
- Interact with community organizations (e.g. probation, police, social services, counseling agencies) for the purpose of assisting students and/or their families with issues that are a hindrance to participation in school.
- Assist schools and the District with Uniform Complaint Procedures involving student behavior.
- Coordinate districtwide student internet safety presentations for Elementary and Secondary sites.
- Other duties as assigned.

**KNOWLEDGE:**

- California Education Code
- State and local laws, rules, and regulations relating to attendance and Foster Youth and Homeless students
- Penal Code as it relates to student services
- FERPA laws and the laws related to student records
- SARB and SART process
- School safety procedures, incident command system, and security protocols
- Alternative programs including community day school, continuation high school, opportunity school, and other related programs
- Knowledge of Special Education law (IDEA) as it relates to student discipline/expulsion
- Personnel practices and interpersonal relations
- District organization, policies, objectives, and goals
- Student information systems and processes for tracking and managing attendance and suspension data
- MTSS (Multi-Tiered Systems of Support)

**ABILITIES AND SKILLS:**

- Verbal and written communication skills
- Communicate on all platforms, such as with attorneys and advocates in adversarial situations, with families facing a difficult decision, and with multiple parties to negotiate and reach solutions to meet the needs of students
- Planning and organizational techniques
- Effective staff and public relations skills

**DIRECTOR OF BEHAVIOR INTERVENTION AND STUDENT SERVICES****PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment as well as outside in various weather conditions, and come in direct contact with District staff and the public.