

DIRECTOR OF PUPIL PERSONNEL SERVICES & ALTERNATIVE SCHOOLS

The duties of the Director of Pupil Personnel Services shall include but not be limited to the following:

1. Develops, monitors, and evaluates policy, procedures and programs in all areas of pupil personnel services and Alternative Schools – including Athletics, Attendance, School Attendance Review Board (SARB), Grade Challenges, High School Selection, Discipline / Diversion, Residency, 504s, Recovery, Education, Alcohol and Drug Instruction (READI), Alcohol & Other Drug Prevention (AOD), Safety Committee, Records Custodian, Office of Civil Rights (OCR) and Uniform Complaint Procedure (UCP), Intra- and Inter- District Transfers, Annual Notification, Home Hospital, Sunset High School, North Coast Alternative High School, Independent Study P.E. (ISPE), Homeless / Foster Youth, Tobacco Use Prevention (TUPE) Grant, and Disproportionality.
2. Prepares and supervises the pupil personnel services budget.
3. Assists in the planning, administration, accounting, and interpretation of a district-wide program.
4. Develops district policies and procedures to conform with state and federal legislation in the pupil personnel services areas.
5. Assists in developing criteria and procedures for staff selection and retention in all areas of pupil personnel services.
6. Assists in the supervision and evaluation of all pupil personnel services staff.
7. Plans, directs, coordinates, and implements a staff development program for staff and administrators in all pupil personnel service areas.
8. Develops and maintains articulation, coordination, and referral relationships with feeder district, community agencies, county and the State Department of Education in areas of pupil personnel services.
9. Administers the process of evaluating pupils who have been referred for serious discipline matters.
10. Responsible for ongoing evaluation of all Pupil Services Programs and child welfare and attendance.
11. Advises concerned personnel of all state and federal laws and district policies that pertain to pupil services, and child welfare and attendance.
12. Responsible for developing a student records system and serving as custodian of the system.
13. Performs other related duties as may be assigned by the Associate Superintendent of Educational Services.