



Leadership • Collaboration • Support

JOB TITLE: Dean of Student Support, Academic Advancement, and Community School Partnerships

Administrative A Salary Schedule, Range 7

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the supervision of the Director of Educational Options, provides administrative and instructional support for the programs to which assigned. Provides leadership and intervention in the areas of instruction, curriculum, supervision, and student support. Responsible for the health, safety, discipline, and conduct of the students and staff. Responsible for supporting planning and implementation of the California Community School Partnership Program (CCSPP) grant activities at the Juvenile Court and Community School (JCCS) sites.

JOB REQUIREMENTS AND QUALIFICATIONS

- A minimum of five (5) years' experience working with students or young people in public or private schools or agencies associated with promoting the academic achievement and welfare of students.
- A California Administrative Credential, Pupil Personnel Services Credential, or equivalent qualifications.

ESSENTIAL DUTIES

- Serves as co-administrator for the Solano Juvenile Court and Community Schools (JCCS).
- Advocates for the high academic achievement and social development of students in JCCS programs.
- Provides school wide prevention and intervention strategies including academic tutoring and counseling services that will enable students in need of additional support to succeed at meeting state academic achievement and content standards.
- Provides consultation, training, and professional learning to teachers, staff members, and parents regarding addressing individual student needs.
- Implements involvement and engagement opportunities designed to promote substantial and meaningful opportunities for parents to participate in the education of their children.

- Works with the Solano County Office of Education (SCOE) team members and community partners to determine needs and plan for further implementation of California Community Schools Partnership Program (CCSPP) grant deliverables.
- Works directly with students and consults with other educators and parents on issues of academic achievement and factors that are hindering academic achievement such as social emotional development and behavioral difficulties.
- Coordinates family, school, and community resources on behalf of students.
- Supports with student access to appropriate services from both public and private providers as appropriate.
- Partners with other SCOE departments to support needs of youth served in JCCS programs.
- Conducts family welcome meetings with new students and their parents to review policies and procedures related to enrollment at the SCOE Community School.
- Works collaboratively with the Educational Liaison of the Juvenile Multi-Disciplinary Team to ensure case management of identified Evergreen Academy students.
- Provides before-school and after-school supervision when necessary.
- Supports the management of JCCS grants including completing grant reports and ensuring that grant deliverables are met.
- Implements the Positive Behavior Interventions and Supports (PBIS) and Multi-Tiered System of Supports (MTSS).

MARGINAL DUTIES

- Promotes positive youth engagement through collaboration with the SCOE Youth Development Program.
- Provides input to the School Plan for Student Achievement, Local Control and Accountability Plan, and Western Association of School and Colleges.
- Performs other duties as assigned.

SUPERVISION RECEIVED

Limited and general supervision. Directly responsible to the Director, Educational Options.

SUPERVISION EXERCISED

May supervise teachers, paraeducators, and other assigned staff.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (25%) Walking (25%) Sitting (50%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (3)

Pushing and/or
Pulling Loads (1) Reaching
Overhead (2) Kneeling or
Squatting (3)

Climbing Stairs (2) Climbing Ladders (0)