



Leadership • Collaboration • Support

JOB TITLE: Senior Director, Student Services and Educational Options

Certificated Directors Salary Schedule, Range 3

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides leadership, technical assistance, and instructional support to youth in the Solano County Office of Education (SCOPE) Educational Options programs in areas related to planning, achievement, assessment, evaluation, and accountability. Collaborates with community, regional and statewide partners to develop and promote new services and programs, provide professional learning resources and training, and leads activities related to prevention and early intervention strategies, positive behavior intervention supports, mental health, wellness, and social-emotional support systems for youth, including but not limited to foster, homeless, and crossover youth. Serves as back-up administrator for SCOPE school sites as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

- Bachelor's Degree, Master's Degree and California Teaching or Service Credential required.
- Administrative Services Credential required.
- Five years successful K-12 administrative experience.
- Evidence of school, district, or county office of education leadership in educational programs.

Knowledge and understanding of the following:

- Local Control Accountability Plan (LCAP) contents, processes, requirements, and implementation.
- Principles of leadership, collaboration, and support.
- Effective professional learning models and strategies.
- Effective presentation and facilitation methods and organization.
- Positive Behavior Intervention Support Systems.

- Juvenile courts, probation, child welfare services, mental health, and the school systems.

ESSENTIAL DUTIES

- Provides leadership for the development, implementation, and monitoring of the SCOE LCAP.
- Connects with SCOE Court and Community School and special education programs in support of student needs related to mental health support, wellness, trauma-responsive practices, Positive Behavioral Interventions and Supports (PBIS), etc.
- Assists SCOE programs with assessing, planning, and evaluating programs and instruction related to at-risk youth including foster, homeless, and crossover youth.
- As appropriate, may attend and play an active role on a district's or a partner agency's multi-disciplinary team.
- Responsible for personnel management, developing program goals, preparing and maintaining budgets, exercising proper budgetary control measures, and evaluating program based supplemental services for at-risk students.
- Prepares comprehensive narratives, statistical and program reports, oral presentations, as well as maintain files in a confidential manner.
- Writes and secures grants, local/state/federal funding to insure adequate and appropriate fiscal support for programs.
- Establishes and maintains clear communication and cooperative working relationships with staff, clients, other agencies, and regional and state administrators.
- Plans, organizes, coordinates, and facilitates professional learning workshops, trainings, and presentations to teachers, administrators, or other agencies and business representatives.
- Supervises the coordination of monthly county-wide meetings with representatives from the school districts for the purpose of collaborating on best practices for serving at-risk youth.
- Provides supervision for a comprehensive county-wide approach to providing the necessary support to youth to re-enter the education setting.
- Facilitates and coordinates training relative to foster, homeless, and crossover youth legislation and service requirements.
- Facilitates and coordinates community outreach workshops for the purpose of promoting services for youth at-risk and families including, but not limited to foster and homeless youth, crossover youth, and parent engagement activities.

- Provides districts with technical assistance in the development and implementation of intervention strategies for students at-risk, including socio-economically disadvantaged students, foster and homeless youth.
- Provides leadership and support for crisis response, mental health, and wellness initiatives at SCOE and in partnership with districts and other community partners.
- Acts as the lead and liaison to the County Office of Education Student Programs and Services Steering Committee (SPSSC) statewide group.
- Acts as lead for all community based and County of Solano partnerships related to social emotional support for youth.
- Serves as a member of Management Advisory Council (MAC) and Chief Administrative Team (CAT) for the Solano County Office of Education.
- Performs other duties assigned.

ADDITIONAL DUTIES

- May provide site management and support of a SCOE school site as assigned.
- May serve as back-up administrator in charge of Juvenile Court and Community School programs.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of overall objectives.

SUPERVISION EXERCISED

Employees in this classification direct, coordinate, supervise, and formally evaluate the work of departmental personnel.

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 (2)

Pushing and/or
pulling Loads (1)

Reaching
overhead (1)

Kneeling or
squatting (1)

Climbing Stairs (2)

Climbing Ladders (1)