

**MOUNTAIN VIEW-LOS ALTOS UNION HIGH SCHOOL  
DISTRICT 1299 BRYANT AVENUE  
MOUNTAIN VIEW, CA 94040**

**CLASS TITLE:** Director Student Services and Equity

REPORTS TO: Associate Superintendent of Educational Services

CLASSIFICATION: Certificated Management

SALARY SCHEDULE: Certificated Management Salary Schedule, Range 2

WORK - YEAR / HOURS: 220 days

LOCATION: District Office

BOARD APPROVAL: \_\_\_\_\_

**BASIC FUNCTION:**

Under the direction and supervision of the Associate Superintendent of Educational Services, the Director of Student Services and Equity directs or supports planning, development, organization, management, and implementation of assigned Student Services and critical learners including English Learner programs, Special Education department, and Equity initiatives of the district; coordinates with principals procedures to be used in the evaluation of school level services and student services; assures compliance with laws, codes, and regulations related to Student Services and Equity; and performs related works as required.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Strong communication (written and spoken) and interpersonal skills
- Ability to plan, prioritize and organize effectively
- Demonstrated leadership skills
- Understanding and knowledge of comprehensive site operations
- Experience with student interventions and behavior modification
- Ability to work as part of a team
- Work with stakeholders to support district wide efforts in meeting board developed equity goals
- Provide leadership and support to the district/school sites related to school climate, equitable practices, and culture
- Supervise and oversee the Special Education Department
- Supervise and oversee Counseling Services in conjunction with School Site Administration
- Supervise management of student records and attendance
- Assist staff in the operations of student support programs
- Assist in the supervision of school climate, restorative programs, and strategic student supports.

- Campus climate
- Alternative Placements (County schools, Independent Study, AVHS/AVO)
- Enrollment and Transfer process
- District's compliance with state and federal laws and regulations relating to the programs coordinated and/or supervised in the Student Services department
- Prepare reports to the Superintendent and Board of Trustees as required.
- Collect, analyze, maintain and report data such as discipline data and school climate data.
- Assists in the development and maintenance of effective and collaborative relationships with agencies and community groups
- Support Districtwide Equity Advisory
- Attend meetings to maintain current knowledge of new legislation and requirements; conduct and facilitate meetings as needed
- Assist sites in the implementation and revision of policies of the Board of Education and procedures in compliance with state and federal law relating to student services programs, Section 504 of the Rehabilitation act of 1973 pupil records, attendance accounting, health services, student discipline, drug and tobacco free building, grounds and vehicle requirements, and guidance services.
- Assist in development of procedures, practices, paperwork and resources to ensure students who are disabled within the meaning of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with the appropriate education.
- Participate in the preparation and administration of program budgets and reports as required
- Serve as a member of staff, student, community committees as assigned by the superintendent
- Coordinated with Associate Superintendent of Educational Services in order to approve site handbooks, guides and plans.
- Work to resolve student, parent, staff and citizen issues within a diverse community.
- Attend Board of Trustee meetings as required and preside over such other meetings as the Assistant Superintendent of Educational Services designates.
- Perform other duties as assigned by Superintendent or supervisor.

#### Qualifications

- Possession of an appropriate school administrative credential.
- Post graduate work in school administration, curriculum and instruction, or related field
- Progressively responsible experience in providing leadership in a school or district setting
- Experience in directing/supervising the work of others.