PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: May 21, 2014
Revised: September 16, 2015
Revised: March 21, 2018
Salary Schedule: 150; Row: 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **DIRECTOR – PUPIL SERVICES**

JOB PURPOSE STATEMENT: Under the direction and supervision of the Assistant Superintendent – Educational Services, is responsible for the effective administration and coordination of student information data base in support of educational services, operational policies and regulations, and other related functions of pupil services.

JOB FUNCTIONS:

- Develops and maintains compliance programs to meet legal requirements concerning student rights to privacy and due process of law in accordance to applicable laws and regulations
- Develops and maintains complete student data base, including verification of residency
- Processes all intra/inter district transfer requests to assure compliance with state legislation
- Maintains and revises the student “Code of Conduct” and other materials dealing with student conduct and attendance
- Works cooperatively with school site administrators in obtaining information regarding suspensions and expulsions
- Represents the district in School Attendance Review Board hearings
- Represents the district in student expulsion hearings
- Prepares and processes all student suspension and expulsion materials, including documents for Administrative Hearings panels and packets for Board of Trustees action
- Attends extension of suspension hearing conferences

JOB FUNCTIONS – continued

- Arranges for and convenes Administrative Hearing panels
- Notifies parents within specified timelines of pre-administrative hearings, post-administrative hearings, and post Board of Trustees action
- Maintains accurate and complete students' records
- Prepares various reports as required by district, county, state or federal authorities
- Attends and participates in meetings as directed
- Reads, analyzes, and interprets general business periodicals, professional journals, technical procedures, and governmental regulations
- Writes reports, business correspondence, and procedure manuals
- Presents information and responds effectively to questions from managers, clients, customers, and the general public
- Works with mathematical concepts such as probability and statistical inference and applies concepts such as fractions, percentage, ratios, and proportions to practical situations
- Defines problems, collects data, establishes facts, and draws valid conclusions
- Interprets an extensive variety of technical instructions in mathematical or diagram form and deals with abstract and concrete variables
- Presents a professional, helpful, and cooperative image at all times
- Establishes and maintains effective working relationships with staff, students, parents, and community members.
- Performs other related duties as assigned

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up to (25 pounds) and walk

PHYSICAL ABILITIES-continued:

- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Master's Degree required

Experience:

- Minimum of five years experience in teaching, counseling, librarian, or psychologist; however, some teaching experience is preferred.
- Minimum of two years experience in school administration is desirable

Credential and Licenses

- Eligible to apply for or holds a valid California Administrative Services and appropriate teaching/certificated credential (s)
- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Management Position