

North Monterey County Unified School District

POSITION DESCRIPTION

Position Title: **Director of Student and Family Services**
Salary: Management Salary Schedule, Range 9
Reports to: Assistant Superintendent for Curriculum and Instruction

SUMMARY:

Serves as the leader for Student and Family Services and programs that include California State Preschool Program, General Child Care, After School Education Safety (ASES), Castro Plaza Family Resource Center information and referral services, **Foster Youth Services, Homeless Student Services**, California Healthy Kids Survey process, the North Monterey County Community Alliance and other community partnerships and grants. Plans, directs, and manages the activities and operation of the Student and Family Services to include certificated and classified staff, budget administration, complex educational and program management. Ensures compliance and effective management of resources.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

DUTIES AND RESPONSIBILITIES

Instructional Leadership: Sets high standards for school readiness, youth development and improved student achievement in an accountable environment.

- Establishes implementation of school readiness standards and student performance through an effective Desired Results Development Profile Action Plan.
- Coordinates curriculum and staff development and curriculum alignment as appropriate for various programs to include afterschool program and preschool.
- Coordinates parent education series for school readiness, youth development, and improved student achievement.
- **Ensures the coordination of programs and services for homeless and foster youth aligns resources and referral with schools and local agencies.**
- Collects, analyzes and disaggregates multiple forms of data to analyze program effectiveness and plan instruction that meets all program requirements.
- Maintains the budget requirement for various programs.
- Maintains all required reporting documents for various programs.
- Maintains development of all programs in accordance with Title 22, Title 5, standards for expanding learning, federal, state, and district policies.
- Supervise food service program in accordance with the Child Care Adult Food Program requirements.
- Present the Castro Plaza Family Resource Center (FRC) in a positive manner to community agencies. Serves as the public relations official for the FRC.
- Serves as a member of the Monterey County, Child Care Planning Council.
- Attends all regional required meetings for various programs.

Cultural Leadership: Establishes and maintains a positive culture that contributes to students learning.

- Establishes and builds a culture of collaboration which includes all stakeholders, involves shared leadership and focuses on school readiness, youth development and student achievement
- Celebrates and honors success as means to advance staff and students
- Designs structures and processes that result in cross sector community and parent engagement, support and understanding of the community alliance cradle to career community action plans within a strategic plan.

Human Resources: Follows a process to recruit, hire and maintain highly effective staff across all programs and holds staff accountable for their role in the delivering services. Builds capacity through the evaluation process coupled with strategic professional growth opportunities.

Management Leadership: Ensure systems and process are in place to effectively manage the day-to-day operations of the child development programs, ASES, family resource center, foster youth, and homeless services.

- Encourage a safe, efficient, clean, and well-maintained learning environment that supports student learning
- Designs and utilizes communication systems that focus the staff and parent on school readiness, youth development and improved student achievement
- Manages the complexity of human interactions, so that the focus is on school readiness, youth development and improving student achievement
- Is proactive in anticipating of, responding to, and identifying solutions for opportunities and challenges.
- Develops and enforces expectations, structures, rules and procedures for students and staff
- Designs protocol and process in order to comply with community care licensing, federal, state and district mandates.

Professional Leadership and Growth:

1. Models personal and professional conduct (ethics, integrity, justice, and fairness) and expects the same behaviors from others
2. Maintains an active professional growth plan.

QUALIFICATIONS

Education:

- Hold a valid California K-12 teaching and administrative credential.
- Child Development Director Permit
- Master's degree, preferred.
- Bilingual required

Experience:

- Experience as a successful classroom teacher (minimum of five years).
- Experience in a leadership position, preferred site administrative experience.
- Previous experience in working in Child Development programs.

Ability to:

- Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel: delegate authority and responsibility.

Select, supervise, train and evaluate staff. Provide administrative and professional leadership and direction for the California State Preschool Program, General Child Care, After School Education Safety (ASES), information and referral services, Castro Plaza Family Resource Center, Foster and Homeless Youth. Identify and respond to issues, concerns and needs in a timely manner. Develop, implement and administer goals, objectives and procedures for providing effective and efficient operations. Prepare and administers larger and complex budgets. Allocate limited resources in a cost-effective manner. Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals. Research, analyze and evaluation new service delivery methods, procedures and techniques. Prepare clear and concise reports. Manage and prioritize multiple tasks. Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Licenses and Certificates:

- Valid California credential and an valid California Administrative Services Credential
- Possession of a valid Class C California driver's license (as appropriate to the assignment).
- Valid Child Development Director Permit.

DESIRABLE QUALIFICATIONS:

- Ability to speak a language in addition to English, with Spanish being the preferred language

PHYSICAL REQUIREMENTS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials, hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, climb and move in an emergency situation; physical mobility sufficient to move about the work environment (office, district), drive an automobile and respond to emergency situations; physical strength sufficient to lift 20 pounds alone and more with a two-person lift; physical stamina sufficient to sit for prolonged periods of time; physical tolerance to be exposed to dust pollen, specific agents/chemicals, cleansers, unpleasant smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The noise level is usually mild to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: