

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: SUPERVISOR I - STUDENT SERVICES

QUALIFICATIONS:

1. California administrative services credential
2. California Pupil Personnel Services Credential desirable
3. Ability to communicate effectively and work cooperatively with staff and public

FUNCTION: To assure that all pupils enrolled in Bakersfield City School District gain full and equal advantage from their educational opportunities

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as assigned

PERFORMANCE RESPONSIBILITIES:

1. May act as an administrative hearing officer
2. Provides advice concerning and facilitates child welfare programs
3. Supervises specific duties related to compulsory full-time education and truancy; makes home calls in support of school sites
4. Plans professional development activities related to student services
5. Advises and interprets applicable law and district regulations relating to student conduct; assists schools in addressing behavior problems and enforcing district discipline code
6. Hears suspension appeals; sustains, modifies or reverses suspensions
7. Assists the district in complying with law, regulations and policy
8. Performs duties and responsibilities as assigned by supervisor

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, code 11 (199 days)

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

06/00