

TITLE: ADMINISTRATOR II – STUDENT SERVICES

QUALIFICATIONS:

1. Clear California administrative credential
2. Clear Pupil Services Credential
3. Demonstrated ability to organize, plan and lead
4. Master's degree preferred
5. Ability to communicate effectively and work cooperatively with staff and public

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

REPORTS TO: Assistant Superintendent - Instruction

SUPERVISES: Staff as assigned

JOB GOAL: Provide a student service service delivery system to maximize positive student outcomes

PERFORMANCE RESPONSIBILITIES:

1. Interpret law, regulations and policy/procedures to determine the best course of action and advise/direct school personnel and parents
2. Research, develop and write board policy for consideration by superintendent and governing board
3. Identify, describe and assist in managing procedures concerning student rights and responsibilities, including conduct and discipline
4. Provide schools with resources to help prevent school violence and maintain safe school environments
5. Manage and coordinate Student Records and Public Records
6. Supervises district programs including Magnet/COE schools, Home Study Program, Inter-district permits, and after school programs
7. Assists in the student retention process
8. Develop and administer budgets for magnet schools, Safe and Drug Free Schools and Communities and Tobacco Use Prevention Education
9. Supervises employees and programs assigned to the Student Services Department
10. Evaluate performance of assigned staff
11. Fulfill other responsibilities as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, code 13 (223 day)

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