

Job Description
Lakeside Union School District

EXECUTIVE DIRECTOR, PUPIL SERVICES

General Summary:

The Executive Director, Pupil Services under the direction of the Superintendent, provides leadership, recommendations and assistance to District administration and staff in the development, implementation and evaluation of all student support services and special education programs; oversees and ensures District-wide compliance and fiscal accountability of above programs; and is the District representative for legal proceedings in student matters.

Duties and Responsibilities:

- Recommends for hire, supervises and evaluates personnel within the Pupil Services Department.
- Provides appropriate educational programs and related services.
- Evaluates the effectiveness of Special Education and Alternative programs.
- Provides and supports in-service and workshop programs.
- Provides budget input and maintains effective budget monitoring procedures.
- Maintains compliance with federal and state regulations pertaining to special education and student services.
- Completes and maintains federal, state, or district required reports.
- Provides psychological and health services to all schools.
- Ensures District-wide compliance with all State and Federal laws pertaining to Title V and Section 504 of the Rehabilitation Act of 1973.
- Assists site principals with resolving issues and needs pertaining to students, discipline, 504 plans, facilities, emergency and safety planning, etc.
- Explores and develops grants and other funding to expand options for students.
- Represents the District and collaborates with joint governmental and/or private agency meetings where issues pertaining to student services are discussed.
- Works on behalf of LUSD to respond to parent complaints, including seeking legal advice and facilitating formal mediation and/or due process procedures.
- Develops and monitors effectiveness of interventions programs.
- Maintains student District discipline and Individual Education Program records; responds to subpoenas for student records.
- Supervises the suspension/expulsion process in the District.
- Supervises Homeless Liaison and Child Welfare and Attendance Programs and personnel.
- Assists in program staffing and program evaluation to ensure student needs are being met in a consistent and effective manner. 23. Performs other duties as assigned.

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Contacts:

Daily contact with students, teachers, school and District staff.

Consistent contact with parents, community members, San Diego County Office staff and outside agency personnel.

Occupational Certificates/Licenses:

Holds a valid California Teaching Credential issued by the California Commission on Teacher Credentialing and an Administrative Credential.

First Aid and CPR certification.

Employment Standards:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.