



RIALTO UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT

LEAD STUDENT SERVICES AGENT

DEFINITION:

Under the direction of the Lead Innovation Agent, plans, organizes, manages and directs the Student Services Program, Child Welfare and Attendance, Health Services, Student Registration, Home and Hospital, Records; maintain current knowledge of laws, regulations, policies, and procedures related to assigned areas; participates and provides leadership in the District strategic planning activities; and other related functions as directed.

ESSENTIAL DUTIES:

- Provides leadership and expertise in identifying, formulating, and implementing the District student services goals and objectives in compliance with state and federal legal mandates and guidelines.
- Provides direction to the District and members of the educational community concerning student service referrals, inter-district transfers, intra-district transfers, health, student registration, attendance eligibility, student discipline, foster youth, and homeless students.
- Plans, organizes and coordinates the development of strategies and feasibility planning to ensure that the necessary human and monetary resources are properly and appropriately utilized in order to achieve the student service result expectancies.
- Serve as the District Compliance Officer for non-discrimination, Title IX, Uniform Complaint Procedures, bullying and other complaints related to students.
- Provides school administrators with appropriate information and guidelines to actively promote student success.
- Plans, organizes, develops, and conducts a variety of staff development and in-service training programs concerning student services and related contemporary issues.
- Develops the implementation of a District-wide discipline matrix in collaboration with site administrators.
- Oversees the coordination of all District-wide alternative programs including continuation school, independent study, and home study programs.
- Provide general oversight of Health and Wellness services including District nurses, the Student Assistance Program, Home/Hospital, Section 504, and Foster/Homeless Youth Program.
- Maintains and monitors assigned budgets.
- Review, revise, and propose Board Policy and Administrative Regulations relative to areas of responsibility as needed.
- Keeps informed of current trends in the operation of student services, public education and other pertinent areas such as federal, state and local laws and District regulations, policies, and procedures.
- Develops and monitors an on-going needs assessment pertaining to all supervised service areas.
- Plans, organizes, coordinates and manages all health services, including but not limited to budgets, clinic services, trainings, purchasing, health programs, screenings, nurses, and health clerks.
- Plans, organizes, coordinates and manages all student registration, inter-district transfers, intra-district transfers and overflow procedures.
- Oversees the work of the Child Welfare and Attendance office.
- Plans, organizes, coordinates and manages the District Health Committee
- May supervise individual school sites as assigned.
- Performs other job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Administrative training and staff development principles and techniques.

ABILITY TO:

- Analyze situations carefully and adopt an effective course of action.
- Establish and maintain effective professional working relations with staff, District personnel, community, and other agencies.
- Make presentations to various audiences and to facilitate organizational development.

- Supervise and evaluate the performance of assigned staff.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Attend and support District and school events.

EXPERIENCE AND EDUCATION:

EXPERIENCE:

- Five (5) years successful teaching experience.
- Five (5) years administrative experience with a minimum of three (3) years' experience as a Principal.

EDUCATION:

- Master's degree from an accredited college/university.
- Valid California Teaching Credential.
- Valid California K-12 Administrative Credential.
- CLAD or English Learner equivalent.

LICENSES AND OTHER REQUIREMENTS:

- Verification of the possession of a valid California Motor Vehicle Operator's License and insurability by the District's liability insurance carrier is required.

PHYSICAL DEMANDS:

Physical class:

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours
 Frequently/Medium - 3 to 6 hours
 Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

Frequent motion:

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

Sensory requirements:

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

This job requires:

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly

Must be able to deal with these environmental considerations:

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

Ability to work in temperatures down to 30 degrees and up to 105 degrees.

Ability to deal with psychological factors:

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, and community members:	Moderate

Physiologic factors:

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

Revision Date: 06/2024

**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**