



RIALTO UNIFIED SCHOOL DISTRICT

LEAD STUDENT SERVICES AGENT

Management Job Description

DEFINITION

Under the direction of the Lead Innovation Agent, plans, organizes, manages and directs the Student Services Program; plans, organizes, coordinates and manages the Child Welfare and Attendance, Health Services, P.E. and Health Committees, registration, charter schools, after school programs (ASES), and the Elementary and Middle Schools Sports Programs; participates and provides leadership in the District master 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, 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.
- 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.
- Maintains and monitors assigned budgets.
- 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 departments.
- 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 registration, inter-district transfers, intra-district transfers and overflow procedures.
- Plans, organizes, coordinates and manages all aspects of the Elementary and Middle School sports programs.
- Plans, organizes, coordinates and manages all aspects of the District's after school programs (ASES)
- Oversees the work of the Child Welfare and Attendance department.
- Plans, organizes, coordinates and manages the District Health and P.E. Committees
- Plans, organizes, coordinates, and manages charter school petitions and serves as the District lead over charter schools.
- May supervise individual school sites as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

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: Three (3) years successful teaching experience and five (5) years administrative experience with a minimum of three (3) years' experience as a Principal/Assistant Principal.

Education: Master's degree from an accredited university; valid California Teaching Credential; valid California Administrative Credential K-12; CLAD or equivalent;

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		

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

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

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

This job requires:

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