

## **Supervisor II, Student Support**

### **Purpose Statement**

The job of Supervisor II, Student Support is done for the purpose/s of directing pupil services programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining individualized student learning plans/services in compliance with established guidelines. Also, to provide learning plans and programs to improve post-secondary options for all Momentum Learning students.

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### **Essential Functions**

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, public defenders, etc.) for the purpose of implementing and/or maintaining services and programs.
- Collaborates with school counselors and Momentum Learning senior leadership (e.g. workshops, internships, and field experiences, etc.) for the purpose of developing and providing college, career and citizenship readiness experiences.
- Collaborates with Momentum Learning senior leadership (e.g. plan designs, implements, and manages programs for all students, etc.) for the purpose of ensuring a coordinated court and community effort for admissions, placement, exit and transition process for students.
- Compiles data from a variety of sources (e.g. SIS, Promis, college readiness, etc.) for the purpose of developing and /or evaluating programs and/or complying with financial, legal and/or administrative requirements.
- Coordinates student supports (e.g. Personalized Learning Plans (PLP), Passport to Life College and Career Fair, etc.) for the purpose of ensuring district objectives are achieved and resources are effectively utilized.
- Directs department operations; the maintenance of services and the implementation of new programs and/or processes (e.g. includes coherent plans for high school completion and post-secondary options, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Evaluates programs and/or projects (e.g. latest developments of University of California requirements, online learning, and credit recovery, etc.) for the purpose of carrying out and achieving objectives within the student learning plans.
- Facilitates meetings, workshops, seminars, etc. (e.g. plan, design, implement and manage court and community transition process for all students, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Manages a wide variety of program components (e.g. number of applications filed each year for admission to colleges and universities, etc.) for the purpose of delivering services which conform to regulatory requirements and established guidelines.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Researches a variety of topics (e.g. current practices, instructional materials, methods, curriculum guidelines, etc.) for the purpose of developing new programs and supporting individualized plans.
- Trains support staff (e.g. use of all computer systems and proper procedures, etc.) for the purpose of managing individual student learning plans.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records; conducting meetings; facilitating meetings; using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; instructional procedures and practices; age appropriate student activities; and stages of child development/ behavior; business telephone etiquette; office application software.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity.

Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Bachelors degree in job-related area.

Equivalency Bachelor's degree in job-related area, preferred. Equivalent of experience and college level coursework in related filed (i.e. education, psychology, social work, etc.).

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including TB Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 34

**Personnel Commission Approved: October 19, 2016**