

LEARNING DIRECTOR - HIGH SCHOOL

Definition

Under supervision of the principal, shall be responsible for all student services related to counseling and guidance, attendance, discipline, and student activities, consistent with district and school policies. Additional responsibilities or projects may be assigned by the principal.

Essential Responsibilities

1. Direct the program to provide counseling for students individually or in groups;
2. Coordinate with counselors, teachers and other school personnel in sharing and understanding about a student and establish and plan for respective roles related to assertive discipline;
3. Coordinate preregistration and data processing procedures for students;
4. Direct case study services for students including the identification, diagnosis, follow-up and referral of students with problems related to attendance, mental health, learning disabilities or discipline;
5. Serve as a consultant to curriculum development committees;
6. Collect statistical data required in planning the educational program;
7. Plan and supervise the student testing program;
8. Recommend placement of individual students with special needs in those educational situations best suited to their requirements;
9. Conduct a continuing study of dropouts and graduates;
10. Assist the principal in the supervision of instruction, and the selection and evaluation of certificated and classified personnel;
11. Explain and interpret District and school policies to students, staff and community;
12. Participate in the development of rules and regulations for the high school;
13. Work in harmony with other governmental and private agencies in providing services to students;
14. Participate as a member of the Instructional Resource Council;
15. Supervise the maintenance of student records and reports.
16. Assist counselors, teachers, and other school personnel in situations requiring serious disciplinary actions;
17. Assist with student attendance and behavior issues in harmony with District and school philosophy, policy, regulations, and procedures;
18. Implement the adopted policies on student discipline;
19. Investigate attendance problems and pursue appropriate remedies;
20. Assist new students in adjusting to school;
21. Assist students in establishing high standards of conduct;
22. Assist the principal in all situations involving a recommendation for a student to be expelled;
23. Serve as a liaison between school and home;
24. Serve as a liaison between school and law enforcement agencies;
25. Attend and assist with the supervision of as many school activities as possible;
26. Organize and maintain the student attendance accounting system;
27. Plan for, assign personnel, and administer general campus supervision of students from arrival to departure.

Qualifications

1. Master's Degree;
2. Appropriate administrative credential;
3. Ability to relate well to staff, students and parents; and
4. Competent in public relations.

Experience

Three years of successful teaching, administrative, or counseling experience in public schools at the appropriate level.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to sit for extended periods of time. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hand and arms, bending at the waist to retrieve and store files. Specific abilities required by this job include close and distance vision, the ability to hear conversations in quiet and noisy environments and the ability to speak clearly in order to exchange information and make presentations. Some driving is necessary. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other

workers. Occasionally the position requires the employee to work irregular or extended hours, meet multiple demands from several people and at times come into contact with dissatisfied or abusive individuals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate; office environment is subject to constant interruptions.

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Adopted 6/7/93; Revised 9/97