



COTATI-ROHNERT PARK
UNIFIED SCHOOL DISTRICT
Learning for a Lifetime

JOB DESCRIPTION

POSITION

Director of Student Services

BRIEF DESCRIPTION OF THE POSITION (Pending Board Approval)

Under the direction of the Assistant Superintendent of Educational Services, the Director of Student Services serves as a key leader responsible for the implementation, coordination, and continuous improvement of districtwide systems that promote student safety, well-being, engagement, and success. The Director ensures that student support practices reflect current research and best practices, including Multi-Tiered Systems of Support (MTSS), restorative practices, Positive Behavioral Interventions and Supports (PBIS), trauma-informed approaches, and culturally responsive family engagement.

DUTIES AND RESPONSIBILITIES

Leadership & Strategic Oversight

- Leads development, implementation, and evaluation of student services programs aligned to the District's mission, instructional philosophy, and goals.
- Facilitates collaborative processes that support data-informed decision-making, continuous improvement, and equitable outcomes for all student groups.
- Supports districtwide MTSS implementation, including systems for attendance, behavior, social-emotional learning (SEL), and tiered interventions.
- Provides leadership to ensure student services practices reflect current legal requirements, best practices, and district priorities.

Attendance, Engagement & Discipline

- Oversees districtwide attendance initiatives, chronic absenteeism reduction strategies, attendance recovery, and data monitoring systems.
- Guides administrators and staff in implementing restorative practices, Positive Behavioral Interventions and Supports (PBIS), progressive discipline, and alternatives to suspension that align with Ed Code and best practices.
- Oversees suspension, expulsion, and disciplinary hearing processes, ensuring compliance, due process, and equity in discipline outcomes.

School Climate, Safety & Wellness

- Coordinates school climate initiatives, including annual student, staff, and parent surveys, data analysis, and improvement planning.
- Administers school safety planning, including emergency preparedness, crisis response planning, and training and supporting site administrators in development of the comprehensive School Safety Plan.
- Serves as district liaison on safety, wellness, and violence-prevention programs in collaboration with community partners.
- Supports development and monitoring of violence-prevention efforts, student wellness initiatives, and threat assessment protocols.

Student Enrollment & Outreach

- Oversees the district's enrollment systems, including outreach to families, marketing efforts, and intra- and inter-district transfer processes.
- Ensures enrollment practices are efficient, family-centered, equitable, and compliant with state and federal requirements.

Programs & Compliance

- Oversees or coordinates categorical programs such as GATE, EL advisory groups, Parent Advisory Committees, and transitional kindergarten.
- Collaborates with the Business Department to ensure accurate student information system (SIS) data and CALPADS reporting.
- Provides support and training to principals and staff on student services policies, compliance, and best practices.
- Supports the development, implementation, and monitoring of the Local Control Accountability Plan (LCAP) and related state/federal requirements.

Professional Development

- Plans and facilitates professional learning for administrators, certificated, and classified staff on topics including attendance, discipline, school climate, restorative practices, and categorical program requirements.
- Develops and disseminates tools, guidance, and resources to ensure consistency of practice across sites.

Collaboration & Community Partnerships

- Serves as the district liaison for student services with county agencies, law enforcement, community organizations, and social service partners.
- Promotes culturally responsive, accessible communication and engagement with families and community groups.
- Supports site and district teams in implementing SEL, behavioral interventions, and multi-agency support for students with complex needs.

12/15/2025 HR

Other Responsibilities

- Provides transitional administrative support at school sites as assigned.
- Assists with instructional technology integration and districtwide initiatives that connect to student engagement and access.
- Performs other duties as assigned by the Assistant Superintendent of Educational Services.

EDUCATION AND EXPERIENCE

- Valid California Administrative Services Credential
- Minimum five years successful teaching experience
- Successful experience as a site principal
- Master's Degree or higher
- Experience in student support services, MTSS, school climate, or related leadership areas preferred

LANGUAGE SKILLS

Ability to prepare clear, concise written and verbal reports, communicate effectively with diverse stakeholders, and present complex information to various audiences.

REASONING ABILITY

Ability to analyze data, identify problems, determine root causes, and develop effective solutions.
Ability to interpret and implement policies, regulations, and program guidance.

SKILLS AND ABILITIES

- Strong written and verbal communication skills.
- Ability to analyze data, solve problems, and draw conclusions.
- Ability to interpret information across multiple formats.

PHYSICAL DEMANDS & WORK ENVIRONMENT

These reflect typical district office administrative roles: primarily seated work, occasional lifting of up to 10 pounds, moderate noise levels, and limited exposure to mechanical equipment. 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 exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

