

SAN JOSE UNIFIED SCHOOL DISTRICT
San Jose, California

Title: **Manager, Guidance**

Reports to: Director of Student Services

Supervises: Assistant Principals IMA, Dropout Prevention Counselors, SB 65
 Outreach Consultants

Job Goal: To provide leadership and management in administering, monitoring,
 coordinating and evaluating guidance services.

Performance Responsibilities:

1. Manage and coordinate the inservice and meetings for the IMA's.
2. Supervise/manage an inservice State Dropout Prevention Program Outreach Consultants (SB 65). Monitor SB 65 grants to insure compliance and renewal.
3. Supervise/manage and inservice Elementary Dropout Prevention Counselors.
4. Supervise/manage the development and monitoring of a comprehensive District-wide guidance service program addressing personal, social and educational skills.
5. Initiate and maintain inservice and consultant services to site personnel in areas of child abuse and neglect.
6. Manage data systems in areas of dropout prevention.
7. Assist with development of school attendance programs.
8. Supervise the development and management of the court-ordered dropout prevention program and procedures.
9. Interpret, maintain and monitor compliance with Board policies, administrative rules and regulations, State and Federal mandates, and due process rights on matters of student services.
10. Manage and coordinate early intervention programs including inservicing/training and overseeing the Student Assistance Program (SAP), the Student Success Team (SST), and Conflict Management.
11. Implement and manage the Guidance Intern Placement Program.
12. Coordinate Drug, Alcohol & Tobacco Education Prevention Programs.
13. Develop, implement, train, manage and provide consulting services for the District 504 program.
14. Manage and coordinate the Early Mental Health Initiative Program (PIP).
15. Manage and coordinate the inservice and meetings for the APA's.
16. Manage and coordinate the Interdistrict Leadership Council.

Qualifications:

1. Appropriate California Administrative Credential.
2. Pupil Personnel Credential.
3. M.A. Degree.
4. Five years of successful teaching and or guidance experience.
5. Ability to organize and acquire available community/state/federal resources.
6. Demonstrate ability to react to emergency situations.
7. School site administration experience at the appropriate level(s) preferred.

Qualifications (continued):

8. Demonstrate leadership skills and organizational skills.
9. Demonstrate written and oral communication skills.
10. Ability to relate well to all members of the educational community.
11. Physical and emotional stamina.

Terms of Employment:

Salary Placement:	Range 23 (\$88,990.54 - \$108,168.55)
Work Year:	221

Evaluation:

Performance evaluation will be in accordance with the provisions of the Administrator Evaluation Process.

Board date: 3/8/07

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2/9/07