



Eagle Point School District 9

Job Description - Student Support Programs Manager

PURPOSE:

- The Student Support Programs Manager oversees programs that assist in breaking down barriers to education for our typically underserved groups of students. These support programs align with Student Investment Account Strategies, Eagle Point School District 9 priorities and goals in building a positive cohesive culture.

REPORTS TO:

- Director of District Programs

QUALIFICATIONS:

- Hold a valid state-issued driver's license and personal transportation
- Ability to pass a criminal background check
- Must be knowledgeable of school district, federal, state, county and local agency regulations pertaining to schools
- Experience in developing and implementing work schedules and writing reports
- Experience in effectively planning, organizing, delegating and listening
- Experience in successfully reintegrating disengaged students and families
- Bilingual Spanish/English preferred
- Bachelor's Degree preferred in education, social work or public service and/or eight years of experience or education in juvenile justice, social work, correctional, social service or related field.
- Experience desired in supervising youth and staff in school and/or nonprofit programs, public relations, direct services and interagency collaboration

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Works as a team with school staff to develop a system to prevent absences and provide intervention strategies to encourage attendance.
- Assist the function of McKinney-Vento services to ensure that homeless children and youth are provided a free, appropriate public education according to the definition of such children.
- Assures that Foster care point of contact responsibilities between the District and Department of Human Services are being completed with accuracy and confidentiality.
- Provides community outreach to families of our typically underserved population (students of poverty, students that qualify as McKinney Vento, Emerging Bilingual, Latinx, other subgroups) to assist them in navigating the school system to assure the success of their students.
- The ability to provide in house training to meet district goals regarding attendance and identifying McKinney Vento students.
- Participates in school/community collaborative efforts to improve services and support to students with attendance problems.
- Assists with building attendance conferences as needed.
- Oversees the work of the District Student Services Facilitators within their specific work responsibilities as follows: district attendance specialist, secondary tutor/Latinx outreach and at-risk youth intervention specialist. Oversees the work of the McKinney Vento Liaison/Foster Care Point of Contact.
- In partnership with the district level Student Management Facilitator, serves as liaison between school, parents, community agencies, police authorities and the court on individual cases that reach community level interventions.



Eagle Point School District 9

Job Description - Student Support Programs Manager

- Effective communication, collaborative and problem-solving skills to work with schools, agencies and community personnel.
- Maintains district, state and federal records and reports in a timely manner. Assists in assuring information for these reports is supplied to the appropriate department(s) for final report submission.
- Comply with all local, state, federal and other agencies regulations pertaining to attendance, homelessness (McKinney-Vento), foster care, underserved populations, etc.
- Assists with Gang Prevention in collaboration with District and local agencies.
- Assuring that timesheets, expenses, expenditure reports, etc., for student support programs staff are accurate and align with district and state policies.
- Is able to demonstrate at all times a thorough understanding of budgets, budget amounts, purpose of funds and spending is completed in compliance with district, state and federal laws.
- Provides own transportation to schools, family homes and agencies periodically.
- Adheres to all rules and protocols governing the confidentiality rights of all students.
- Position may involve working an occasional evening.
- Achieves and maintains proficient levels of performance, as described in the district and school evaluation policies and procedures as directed.
- Develops and maintains positive, appropriate professional relationships, and boundaries with students, staff, and community.
- Models personal behaviors of honesty, integrity, fairness, courtesy, consideration and good citizenship.
- Responds in a cooperative and positive manner to supervision and direction.
- Perform other duties as assigned by the Director of District Programs.

PHYSICAL REQUIREMENTS:

- Must work in noisy, crowded and stressful environments
- Requires stooping, bending, reaching and kneeling
- Requires prolonged sitting and/or standing
- Occasional physical interaction with students, as provided by law and to ensure the physical safety of the student and/or others.

RATE OF PAY: Student Support Programs Manager pay scale (new title, new line)

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: