



OAKLAND MILITARY INSTITUTE COLLEGE PREPARATORY ACADEMY

3877 Lusk Street | Oakland, CA 94608 | 510 594 3900 | oakmil.org

Job Description: Director of Student Services and Special Programs

Certificated Management

Work Year - 220 Days

SUMMARY DEFINITION

Under the direction and supervision of the Executive Director/Principal, the Director of Student Services and Special Programs works closely with site administrators, faculty and support personnel to ensure that all students in the district are provided a safe, orderly, healthy, and supportive place to learn.

PRIMARY RESPONSIBILITIES

Responsible for overseeing the implementation of district policies in the areas of student wellbeing and mental health supports, safety, counseling, restorative justice practices, alternatives to suspension, student discipline, attendance, athletics, student placement and course of study, Special Education and English Learner services, student records management, and coordinating district-wide student support and intervention services.

ESSENTIAL DUTIES/ RESPONSIBILITIES

- Serves as liaison to agencies including, but not limited to local law enforcement, student wellness and health, social services, students that are on probation, and community based agencies in order to provide holistic support.
- In collaboration with site administrators, facilitates processes to re-engage students struggling with chronic absenteeism.
- Serves as Homeless and Foster Liaison and Child Welfare Officer, working as necessary with appropriate local agencies.
- Assures that District procedures comply to laws and local policies concerning students' due process rights and responsibilities in all areas pertaining to the suspension, expulsion, and re-admission of students following an expulsion.
- Coordinates section 504 student support plans.
- Oversees Special Education Programs and ensures IEP compliance and proper services
- Oversees English Learner Programs and ensures EL compliance and proper services
- Collaborates with the military cadre to coordinate the development of Site Safety Plans to ensure safety and well-being of all staff and students.
- Collaborates with military cadre to monitor and ensure required emergency drills and district safety compliance issues.
- Advises registrar and counseling staff on student transcript issues to provide immediate clarification and proper resolution.



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- Facilitates and coordinates state and local assessments
- Monitors school calendars and bell schedules for instructional minutes' compliance.
- Facilitates articulation meetings and professional development for Counselors, Registrar, Attendance Clerk, Health Clerk, ASGs, Special Education and English Learner Departments.
- Prepares reporting information to state and federal government and other agencies (i.e. SARC, Title 1, Title 3, Special Ed and EL compliance reporting, and LCAP).
- Serves as the District's Title IX Coordinator
- Other duties as assigned.

WHO WE ARE

The mission of the Oakland Military Institute College Preparatory Academy (OMI) is to prepare each of its cadets to qualify for, and succeed in, leading colleges and universities. OMI, through a traditional military school framework, instills honor, integrity and leadership. At Oakland Military College Prep Academy, we strive to be data-informed and focused on results, while promoting humanity, kindness, and personal responsibility. We are proud to provide a supportive environment of collaboration among our staff. We know that high quality teachers, administrators and staff are key to our students' success and are working to retain and recruit passionate and effective talent. We are an equal opportunity employer, are committed to racial equity and social justice, and we make a particular effort to recruit people who identify as Black, Indigenous, and people of color to apply for open positions.

QUALIFICATIONS

The Oakland Military Institute – College Preparatory Academy (OMI) determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting the prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

- Assessment technology, online accountability systems and data analysis.
- Student development, student wellbeing, mental health supports, positive behavior intervention and support, alternatives to suspension, restorative justice practices, discipline, assessment, behavioral management and parent/guardian relations.
- Best practices and legal compliance measures and standards involving Special Education and English Learner Services and the applicable sections of State Education Code and other laws applicable to Special Education and English Learner Services



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- Attendance policies and procedures and the applicable sections of State Education Code and other laws applicable to compulsory attendance and due process procedures.
- District Board Policies and administrative regulations related to student services.
- Current educational programs and student services practices and strategies which support students in receiving a high quality education.

ABILITY TO

- Effectively manage instructional and non-instructional personnel.
- Maintain an effective and positive relationship with district employees, agencies, parents, students and the general public.
- Communicate effectively, tactfully, timely and persuasively with parents, students and teachers in difficult situations.
- Communicate regularly with the Executive Director/Principal, Commandant and the district team in order to align site practices with cross functioning departments, services, policies, and goals, as outlined in the LEA plan.
- Perform supervisory tasks such as instructing, training, reviewing work and coordinating activities.
- Compile and organize information, and make oral and written reports concisely, clearly and effectively. Present effectively to the Board of Directors.
- Ensure compliance with State and Federal mandates.
- Work proficiently within all district computer based systems including but limited to Microsoft Office and all district and state student information databases.
- Facilitate both large and small group trainings, discussions, and presentations.
- Education and Bilingual and Biliterate in Spanish preferred

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- Valid CA Administrative Services Credential.
- At least 3 years of successful administrative experience
- Valid California Teaching Credential or Pupil Services Credential

CALENDAR AND COMPENSATION

- Certificated Management Salary Schedule

PERSONAL QUALITIES



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Appearance, grooming and personality that establish a desirable example for students.

PHYSICAL REQUIREMENTS

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. The preceding job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required for this position.

It is the policy of Oakland Military College Prep Academy to provide equal opportunity for all individuals in education and employment. District programs and activities shall be free from discrimination, harassment, intimidation and bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics (Board Policy 5145.3 and 4030 through 4032).