



Job Title: **Responsive Services Program Administrator**

Department: **Responsive Services**

Supervisor: **Director of Responsive Services**

Lane Placement: **Administrative Schedule Lane 4**

Schedule: **8 hrs / 242 days** Evaluation Group: **CLASS-D**

FLSA Classification: **Exempt**

JOB DESCRIPTION

Under the direction of the Director of Responsive Services, the Responsive Services Program Administrator is responsible for implementing policies and procedures as assigned. Provide general supervision of Elementary/Secondary Responsive Services programs. Must have an understanding of 504 laws and procedures, student discipline laws and guidelines, knowledge of community resources and the criminal justice system. Must be able to provide effective trainings to small and large groups of people. Individual must be organized and have good technical writing skills to help with grant writing and submitting of state reports. Must take initiative, be forward thinking, and be capable of working independently. Must be a team player able to coordinate effectively with school personnel and other District departments. This position may assume all responsibilities of the department during the director's absence, if so directed.

ESSENTIAL FUNCTIONS

- Supervise, evaluate and provide support to Responsive Services staff including teachers, specialists, district para-educators, and itinerant staff
- Help develop and implement district wide social emotional supports
- Collaborate with district departments to promote access for students in care (YIC) to the general curriculum
- Direct the creation of Canyons Youth Academy in collaboration with Diamond Ridge Administrators
- Lead the District Case Management Team and collaborating with school administrators to support the student discipline process including safe school violations
- 504 Coordinator - Monitor, maintain and coordinate district-wide procedures to ensure compliance with federal and state laws and regulations
- Provide resources and support to principals, parents, staff members, and district departments as related to student discipline
- Orient new personnel to policies, procedures, and programs within the District
- Coordinate professional development activities with district specialists based on identified needs
- Direct the collection, organization and analysis of student data as it pertains to department goals
- Address complex situations with compassion, professionalism and clear communication.
- Represent Canyons School District on community agency committees
- Help schools build capacity in restorative practices
- Support writing of grants and reports
- Other duties as assigned

NON-ESSENTIAL FUNCTIONS

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check
- Requires a Master's Degree from an accredited college or university
- Requires a valid Professional Educator License for the State of Utah with a license area of concentration of administration
- Minimum of 3 years school-based administrative experience
- Multi-level school-based administrative experience preferred
- In depth knowledge of 504 policies and procedures
- In depth knowledge of student discipline laws and guidelines
- Is flexible and able to work in a fast-paced environment, and skilled at directing tasks and assignments with well-educated, opinionated and outgoing personalities
- Must possess high degree of patience, dignity, and sensitivity. Attention to detail is imperative
- Must have advanced written and verbal communication skills
- Ability to organize and attend to detail
- Skills in problem solving, negotiation, mediation, and conflict resolution
- Ability to develop a strong, collaborative team
- Ability to collaborate across settings
- Ability to supervise and lead employees effectively
- Accuracy and confidentiality are critically important
- Must have outstanding organization and initiative, and a professional, courteous demeanor suitable for working at the executive level
- Requires a valid driver's license

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 11/01/2019