



## **DIRECTOR OF STUDENT SUPPORT SERVICES**

Classification: Director Level IV

Location: District Office

Reports to: Deputy Superintendent

FLSA Status: Exempt (Executive)

Bargaining Unit: Executive/Managerial

The job description does not constitute an employment agreement between the district and the employee and is subject to change by the district as its needs and job requirements change.

### **Part I: Position Summary**

Provides leadership, supervision, and direction to the District's student support programs, including counseling, 504 accommodation, school nursing, and career and college readiness.

### **Part II: Supervision and Controls over the Work**

Serves under the broad guidance and administrative supervision of the Deputy Superintendent. Held responsible for results in terms of effectiveness of planning, policies, and programs and for achievement of program goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with state and local regulatory agencies. The district strategic plan establishes goals and objectives, and the Superintendent and Deputy Superintendent establish expectations.

### **Part III: Major Duties and Responsibilities**

#### **Program Administration:**

1. Organizes, manages, and oversees the implementation of the school counseling and school nurse programs across the District. Coordinates support and provides direction for building school counselors, nurses, and the District response team.
2. Coordinates, supports, and provides direction for school 504 coordinators and nurses, guiding them in analyzing requests and identifying the most appropriate response.
3. Provides leadership in developing and overseeing the District's specialized programs in career and college readiness, including Running Start and College in the High School.
4. Provide teaching staff orientation, training, and professional development in all assigned programs.
5. Serves as the District resource and repository for comprehensive, valid, and reliable information regarding counseling programs, 504 accommodations, and school nursing.



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### **Program Leadership:**

Assists and supports the Deputy Superintendent in the following:

1. **Planning and Programming:** Participates in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs. Uses forecasting tools and strategies to predict future needs. Developing strategies and programs that respond effectively to anticipated needs and the changing profession.
2. **Financial Management and Strategic Planning:** Administers programs within approved budget parameters, including allocating staff resources. Maintains and evaluates financial reports. Participates in the District strategic planning process focused on student support services.
3. **Policy Formulation and Guidance:** Formulates policies necessary to implement program management goals and objectives and assure the effective operation of assigned programs. Establishes a system for periodic review of policies to determine when modifications are necessary to advance the department's goals and serve the overall needs of employees, managers, and the organization.
4. **Program Direction and Staff Supervision:** Assists in recruiting and assigning staff, assuring that they possess and practice the values necessary to achieve the level of program delivery and customer service essential to a highly effective organization. Assesses, evaluates, and provides for training and professional development of subordinate staff. Creates communication, collaboration, and coordination processes that assure all staff members are timely and effectively informed of department policies, issues, and guidance that their programs are expected to support.
5. **Program Evaluation, Analysis, and Feedback:** Administers a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. Participates in conducting a comprehensive assessment review of programs to determine their level of effectiveness and contribution to the department's mission and to identify problem areas, areas of high success, and areas in need of change. Prepares structured presentations for the superintendent to share the program evaluation results.

Performs other duties as assigned.

### **Part IV: Minimum Qualifications**

1. Must have successful experience working with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening the engagement of a diverse community and skill in communicating with a diverse population.

2. Master's Degree in special education and educational administration.
3. Minimum of five (5) years of educational leadership experience as a school or program administrator. Specialized experience in areas of responsibility may be substituted partly for the experience, providing it demonstrates the administrative and program skills essential to the position.
4. Strong analytical and problem-solving skills and understanding of "client-centered" support and services.
5. Excellent oral, written, and interpersonal communication skills.
6. Ability to work both independently and cooperatively.
7. Ability to organize work, set priorities, and meet deadlines—ability to establish effective working relationships at all levels of the organization.
8. Ability to remain calm, deliberate, and tactful in stressful and emotional situations.
9. Experience in a highly unionized environment.
10. Demonstrated leadership and supervisory ability.

**Part V: Desired Qualifications**

1. Advanced degree preferred.
2. Experience in a public-school setting preferred.

**Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear, and speak. The employee may also be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than 2 hours at a time, lift objects repeatedly, and undertake repeated motions.