



DIRECTOR OF STUDENT SUPPORT SERVICES

Classification: Director Level IV

Location: District Office

Reports to: Deputy Superintendent

FLSA Status: Exempt

Bargaining Unit: Executive/Managerial

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

Part I: Position Summary

Provides leadership, supervision, and direction to the District's student support programs to include counselling, 504 accommodation, school nursing, highly capable and gifted education, and career and college readiness.

Part II: Supervision and Controls over the Work

Serves under the broad guidance and administrative supervision of the Associate 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. Goals and objectives are established by the district strategic plan and expectations established by the Superintendent and Deputy Superintendent.

Part III: Major Duties and Responsibilities

Program Administration:

1. Organizes, manages and oversees implementation of the school counseling and school nurse programs across the District. Coordinates, supports, and provides direction for building school counselors and nurses and the District response team.
2. Coordinates, supports and provides direction for school 504 coordinators and nurses. Provides guidance in analyzing requests and identifying most appropriate response.
3. Provides leadership in developing and overseeing the District's specialized programs in such areas as Highly Capable, Gifted Education., career and college readiness which includes Running Start and College in the High School.
4. Provides teaching staff orientation and training and professional development in all assigned programs.
5. Serves as the District resource and repository for comprehensive, valid, and reliable information regarding counselling programs, 504 accommodations, school nursing, highly capable and gifted education,



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Program Leadership:

Assists and supports the Associate 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 allocation of staff resources. Participates in maintaining and evaluating 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 to assure effective operation of assigned programs. Establishing a system for periodic review of policies to determine when modifications are necessary to advance the goals of the department and to serve the overall needs of employees and 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 achieving the level of program delivery and customer service that is essential to a highly effective organization. Assessing, evaluating, and providing for training and professional development of subordinate staff. Creating 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 mission of the department and to identify problem areas, areas of high success, and areas in needs of change. Prepares structured presentations to the Superintendent to share the program evaluation results.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening 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 in part for the experience providing it demonstrates the administrative and program skills essential to the position.



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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 must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may 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, may lift objects repeatedly, and may undertake repeated motions.