



Title: Director for Student Services
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**Qualifications:**

Masters Degree

**Supervises:** Social Workers, School Guidance Counselors, School Nurses, Administrative Assistant

**Nature of Work**

The Director to Student Services provides leadership in the development, implementation and evaluation of a specific area for the benefit of the system' total educational program. The Director is part of the local leadership team and works under the general supervision of the superintendent or designee. The director maintains a cooperative relationship with the principals, other school personnel, other related service agencies and parent. The overall responsibility of the director is to administer the Secondary Instruction program with local, state and federal guidelines, rules, regulations and laws.

**Knowledge, Skills and Abilities:**

- Working knowledge of record keeping and reporting techniques.
- Some knowledge of management principles.
- Skill in effective oral and written communication.
- Ability to motivate, influence, and shape individuals to assure continuous organization development and improvement.
- Ability to gather and analyze data.
- Ability to plan and supervise the work of others.

**Essential Job Functions:**

- Provides effective leadership in developing comprehensive program plans and implementing and evaluating the planned programs for student services
- Determine program needs and allocates resources of staff and materials.
- Attends meetings (i.e. Student Support Team and 504) with parents, and staff in order to assist in facilitating appropriate programs and services for individual students.

- Assists/prepares budgets, coordinates with other departments or agencies to assure maximum services, and maintains records, reports, and inventories, in accordance with local, state, and federal policies.
- Shares information about programs with various publics serves as a liaison between the school system and other agencies.
- Gathers and analyzes program evaluation data.
- Participates in regional and state meetings pertaining to student service program.
- Shares information with staff regarding best practices in student service program development.
- Consults with staff and administrators regarding data collection (504, Safe Schools Discipline, Homeless, and Military Impact).
- Coordinates and conducts staff development activities for staff working in the Student Services program
- Makes presentations district-wide to Student Services staff, as well as other district employees, regarding working with students from a Support staff perspective.
- Stays informed of state and federal laws and procedures for programs.
- Collaborates with district administrators in the selection and placement of student service personnel, delegates and supervises staff responsibilities, and assists in evaluating staff.
- Ensures, along with the building administrators, that Student Service staff is providing appropriate instruction, support, and service to students.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_