

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

DIRECTOR OF STUDENT SERVICES

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership, Administration and Supervision, Administration, Guidance, Social Work or Psychology by the State of Florida.
- (3) Minimum of five years successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of school law, Department of Education Rules, Florida health laws, children's health and Family Services regulations, School Board rules and guidelines. Demonstrated written and oral communication skills, organizational and leadership skills. Ability to analyze and interpret student assessment and statistical data. Ability to balance time and effort for optimal effectiveness in carrying out many and diverse job functions and responsibilities. Ability to work collaboratively with all school levels and outside agencies.

REPORTS TO:

Superintendent

JOB GOAL

To coordinate and direct student activities relating to student services within the District by performing liaison functions between schools, school districts, divisions, departments, governmental and social agencies.

SUPERVISES:

School Psychologists
Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES

- (1) Coordinate county-wide guidance and counseling services program including career specialists' services.
- (2) Provide supervision, direction for school psychologists and annual performance appraisals.
- (3) Coordinate community services with student services within the District.
- (4) Serve as district administrator for home education programs.
- (5) Coordinate the District student health services program.
- (6) Coordinate the development, maintenance and dissemination of student records and provide technical assistance with access and legality issues.
- (7) Coordinate the provision of evaluation services to referred students.
- (8) Compile, receive, tabulate, analyze, and disseminate data reports from student assessment results to media and provide interpretation and technical assistance to schools to improve student performance.

Board Approved December 14, 1999
Amendment Board Approved April 15, 2003

DIRECTOR OF STUDENT SERVICES (Continued)

- (9) Work with schools, departments, governmental, and social agencies in the solutions of student services problems and integrated services.
- (10) Serve as a liaison and resource person with the community.
- (11) Prepare all required reports and maintain all appropriate records.
- (12) Develop, recommend, and administer the departmental budget.
- (13) Coordinate missing children services with state and local law enforcement.
- (14) Direct case study services for students, including the referral, evaluation and identification by school psychologists.
- (15) Collaborate with teachers, principals, and other school personnel in decision-making concerning students in accordance with Board policy and guidelines.
- (16) Compilation of the Pupil Progression Plan, Code of Student Conduct, Health Services Plan, HRMD Plan and Medication Administration Manual.
- (17) Plan and supervise an orientation program for new student services personnel.
- (18) Coordinate the HRMD program.
- (19) Establish effective liaison with the various offices and agencies within the community that may provide specialized or professional help to students and their parents, and serve as the referral agent to those offices and agencies.
- (20) Establish effective working relationships with other institutions of the county, region and state that may be of use to teachers, parents or students.
- (21) Coordinate various activities relating to the School Board, such as obtaining bonds, assisting with minutes of meetings and financial disclosure.
- (22) Provide information about school entrance requirements.
- (23) Serve as District's liaison for various student and teacher scholarship programs.
- (24) Serve as liaison with INS in working with F-1 status students.
- (25) Write and compile School Board Policy in accordance with APA.
- (26) Administer all testing programs dealing with student assessment, state and national, group and individual.
- (27) Develop and implement contracts for provision of services.
- (28) Serve on various advisory councils, organizational boards and/or committees such as Adult Education, Tech Prep Steering Committee, School Health and FASSA Board.
- (29) Actively participate as member of State professional organizations.
- (30) Assist with assessment of LEP students.
- (31) Responsibility for three employee recognition programs.
- (32) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 40 pounds of force occasionally and/or up to 40 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 12-15
12 months
7.5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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