

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – DIRECTOR OF SOCIAL SERVICES, ATTENDANCE & CHILD NUTRITION

Qualifications: Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Administration. Holds and maintains Initial Student Support Certification for Social Services and Attendance and Authorization for School Nutrition Director.

Immediate Supervisor: Superintendent of Schools

FLSA Status: Exempt

Evaluation: Performance in this position will be evaluated by the immediate supervisor and in accordance with WV State Code §18A-2-12 and WV State Board Policy 5310

Term of Employment: 261 Days

Salary: Determined by the Pleasants County Board of Education

Expectations / Duties and Responsibilities:

Social Services

- Serve as an active member of the district Expanded School Mental Health Team.
- Foster a climate of collaboration with school counselors in the identification and delivery of support services for at risk students.
- Collaborate with, support and supervise school counselors.
- Provide comprehensive school social work services to parents, students and school staff, addressing barriers that limit a student from receiving full benefit from their educational experience.
- Respond to referrals from school administration, parents, teachers, the Student Assistance Team, Special Education Committees and others by providing direct services and by assisting families in accessing appropriate community resources.
- Serve on student support teams, multi-disciplinary teams and special education committees as warranted.
- Proactively, monitor State and district tools and other resources to identify at risk students.
- Analyze information gained through record reviews and interviews to determine environmental impacts and appropriate resource needs.
- Review student records / data to identify previous barriers and/or interventions.
- Conduct parent interviews to acquire socio-developmental information.
- Conduct home visits as a method to access the family and conduct interviews in response to school referrals.
- Maintain an ongoing liaison with community agencies and other resources to meet student needs; refers parents and student to agencies when appropriate.
- Assists the student, family and school in crisis situations by reducing tensions, providing support and

offering alternatives for action in the capacity of school social worker.

- Develop and implement professional development training for educational staff and parents on broad matters associated with social services.
- Participate in professional development activities aimed at current trends and best practices for the provision of comprehensive school social work services.
- Work cooperatively with school principals and/or other school personnel in developing and implementing a plan of assistance for students who are habitually absent from school or who are having difficulty attending school regularly, and/or students who are considered potential dropouts.
- Work closely with counselors / student assistance teams and additional board approved agencies in the identification, support and counseling of potential dropouts.
- Confers with at-risk students/potential dropouts and their parents.
- Conducts exit interviews and provides follow-up services for all students who drop out.
- Serve as the liaison for homeless children and youth, identifying children and youth who are homeless, documenting intake information and providing appropriate support for academic success, security and safety.
- Enters all homeless student information into WVEIS per McKinney Vento guidelines.
- Train county staff, service personnel and administrators annually on homeless identification and referral.

Attendance

- Responsible for implementing and executing the duties as defined in West Virginia Code §18-8-4 and state/county policies.
- Facilitates and administers the implementation of the district student attendance policy.
- Diligently promotes regular school attendance.
- Participates in school conferences with parents and students.
- Pursues legal matters in accordance with the school laws of the State of West Virginia related to school attendance, includes appearing in court as required.
- Keeps sufficient records and documentation on attendance for legal purposes, and submits appropriate reports as required by current laws and regulations.
- Participates in and compiles the necessary paperwork for drivers' license verifications and revocations.
- Prepares the monthly attendance report and other such reports that may be required.
- Prepares/files with county superintendent and county board of education at the close of each month a report showing current enrollment and attendance rates.

Child Nutrition Program

- Coordinates and supervises all aspects of the Food Service Program.
- Prepares bid specifications for food service supplies and equipment.
- Coordinates centralized purchasing.
- Coordinates billing process.
- Coordinates the Summer Feeding Program and the After-School Snack / Dinner Program.
- Supervises menu planning.
- Coordinates training for cooks and substitute cooks.
- Observes school cooks and participates with building principals in the evaluations of cooks.
- Establishes and monitors the quality standards for the presentation and service of food.
- Establishes procedures and monitors to ensure that food is prepared and served in a sanitary and safe environment.
- Develops and integrates employee safety regulations into all phases of the school food service operation.
- Establishes measurable financial objectives and goals for the child nutrition program.

- Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
- Develops procedures to ensure the food production system provides safe nutritious food of high quality.
- Ensures operational procedures for efficient and effective food production and distribution.
- Establishes standards for receiving storing, and inventorying food and non-food supplies based on sound principles of management.
- Ensures compliance with all local, state, and federal laws, regulations, and policies.
- Provides technical assistance and training for school food service personnel, school administrators, and other school support staff.
- Develops guidelines for providing services in response to disaster or emergency situations.
- Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
- Assesses student preferences, industry trends, and current research to plan menus that encourage participation.
- Monitors meal participation counts and provide data to head cooks, principal and school leadership teams.
- Works with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.
- Develops short and long-term goals through strategic planning for the district school foodservice program that supports the philosophy and policies of the Board of Education.
- Establishes standards for the professional development of the district's child nutrition personnel.
- Attends/participates in monthly Mountaineer Highland Cooperative meetings.
- Serves as a member on the district Wellness Committee and supports the implementation of the county plan.

Homebound

- Facilitates the application and verification of eligibility process for homebound services;
- Facilitates the selection and assignment of homebound instructors; and
- Works collaboratively with principals in the delivery of homebound services in accordance with district and State policies.

Homeschool

- Facilitates the notification process for homeschool students;
- Maintains a log of intent to homeschool notifications;
- Assists the district testing coordinator with aspects of homeschool participation in the General Summative Assessments; and
- Monitors adherence to homeschool student requirements in accordance with State school laws.

Physical Demands:

The physical demands described 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 reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors. The noise level in the work environment is low to moderate (20-60 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.

Perform Other Job-Related Duties and Responsibilities as Assigned by the Superintendent of Schools

Amended: May 3, 2018

Effective: July 1, 2018