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**NICHOLAS COUNTY**  
S C H O O L S

400 Old Main Drive, Summersville, WV 26651  
Phone 304-872-3611  
Fax 304-872-4626

**Job Description**

**Position:** Director of Attendance, Social & Student Services

**Classification:** Professional

**Reports to:** Superintendent

**FLSA Status:** Exempt

**Evaluation:**

Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and Nicholas County Board of Education Policy 3220.

**Job Summary:**

To plan, organize, develop, and direct the overall operation of the Social Services delivery in accordance with current federal, state and local standards, guidelines, and regulations, WVDE and NCBOE policies and procedures, to assure that the emotional and social needs of the students are met/maintained on an individual basis.

To monitor and comply with state attendance laws that support a reduction in the drop-out rate and an increase in graduation rate; directs the planning, development, organization, management, direction, and implementation of all aspects of Student Services programs of the District. Responsibilities include; alternative education, child welfare and attendance, discipline procedures, grant funded programs, guidance services, and school safety; assures compliance with laws, codes, and regulations related to Student Services; evaluates assigned personnel; and performs related work as required.

**Qualifications:**

- Valid West Virginia Social Work License
- Professional Student Support Certificate for Social Services and Attendance
- Experience in truancy diversion and juvenile criminal justice required

- Master's degree or higher preferred
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate
- Perform the job duties set forth below

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

### **Responsibilities:**

- Plan, develop, organize, implement, evaluate, and direct the social service program
- Oversee and direct Social Workers, and Elementary School Counselors.
- Meet with students, staff, and administrators regarding the social and emotional well being of students.
- Oversee the coordination of social services to students and families in need
- Meet regularly with court officials, Nicholas County Prosecutor's Office and the Nicholas County Public Defender's Office to address truancy and social and emotional needs of students
- Working with outside agencies to provide support to students and families
- Develop and implement policies and procedures for the identification of social and emotional needs of students
- Refer students/families to appropriate social service agencies not offered by Nicholas County Schools
- Promoting the general well-being of students
- Developing and providing crisis intervention strategies to improve student success
- Working to maximize coping skills for students in difficult situations
- Diligently promote regular school attendance.
- Ascertain reasons for unexcused absences from school of students of compulsory school age;
- Take steps best calculated to encourage the attendance of students and impart to parents/guardians the importance of attendance and the seriousness of failing to do so;
- The county attendance director shall devote such time as is required to the duties of attendance director in accordance with the instructional term and at such other times as the duties of an attendance director are required.
- Plan, develop, organize, implement, evaluate, and direct the social service program
- Confer with principals and teachers on the comparison of school census and enrollment for the detection of possible non-enrollees;

- Cooperate with existing state and federal agencies charged with enforcing child labor laws;
- Prepare a report for submission by the county superintendent to the State Superintendent of Schools on school attendance, at such times and in such detail as may be required.
- Promote attendance in the county by compiling data for schools and by furnishing suggestions and recommendations for publication through school bulletins and the press, or in such manner as the county superintendent may direct;
- Participate in school teachers' conferences, SAT, IEP, etc. with parents and students;
- Assist in such other ways as the county superintendent may direct for improving school attendance;
- Make home visits of students who have excessive unexcused absences, or if requested by the chief administrator, principal or assistant-principal;
- Serve as McKinney-Vento liaison for homeless children and youth;
- Work closely with high school counselors in determining the need for summer credit recovery;
- Serve as Gear-Up County Coordinator;
- Attend all expulsion hearings and work with NCLC principal to transition to alternative setting and back to students home-school;
- Serve as Homebound Liaison;
- Serve as Home-School Liaison;
- Serve as Virtual School Facilitator;
- Create and facilitate a calendar committee to bring forth upcoming calendars for each school year;
- Create a calendar to provide county employees with relevant information;
- Other duties as assigned by the Superintendent.

**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 printed material, and the ability to adjust focus.

The duties of this job requires the employee to drive to and from various schools throughout Nicholas County. 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 the 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 with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where the noise levels may be moderate to loud (60-90 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. Additional duties are performed by the individuals currently hold this position and additional duties may be assigned by the Superintendent or his/her designee.

*January 4, 2023*