

Director of Student Services

Purpose Statement

The job of Director of Student Services is done for the purpose/s of partnering with stakeholders, such as principals and parents, on student discipline; managing long-term suspensions and hearings; working through student residency verifications; and serving as a member of the leadership team.

This job reports to Superintendent

Essential Functions

- Assists principals with the interpretation of student discipline policies for the purpose of ensuring consistent enforcement across the District.
- Collaborates with internal and external personnel (e.g. other administrators, public agencies, community members, non-public schools, DESE, board members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Coordinates program components, support needs, contract services, and materials (e.g. McKinney-Vento, transportation, homebound, at-risk, health services, etc.) for the purpose of providing services that conform to established guidelines and meeting the needs of the students.
- Ensures District compliance with the Missouri Safe Schools Act for the purpose of complying with legal and/or administrative requirements.
- Facilitates meetings, workshops, seminars (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Oversees the school safety program (e.g. identifies safety issues, safety plans, crisis plans, SRO, etc.) for the purpose of delivering services which conform to established guidelines.
- Oversees the development and implementation of curriculum and other support needs (tiered interventions (e.g. PBIS, BIST, MANDT), social emotional learning, ESL/ELL, drug prevention programs and practices, restorative justice, etc.) for the purpose of delivering services which conform to established guidelines.
- Oversees residency verification related to enrollment for students Pre-K through 12 grade (e.g. McKinney-Vento homeless students, local tax effort, etc.) for the purpose of conforming with established guidelines.
- Participates meetings, workshops, and seminars (e.g. Student Success Team, Superintendent's Cabinet, Safety Committee, workshops, seminars, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Prepares a variety of written materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, needs assessments, evaluations, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

- Reports and engages the Children's Division of the Department of Social Services as well as internal stakeholders (e.g. assistant superintendent, superintendent) on child abuse, neglect and/or endangerment cases for the purpose of being compliant with board policy as well as state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse.
- Serves as the District Hearing Officer on requests for long-term suspensions for the purpose of ensuring consistent enforcement of the student discipline policies.
- Serves as the District Compliance Officer on allegations of student-on-student discrimination, harassment, and/or retaliation for the purpose of ensuring consistent enforcement of Board policy.
- Serves as the Section 504, District Title I and ESEA Compliance Officer for the purpose of ensuring complying with legal and/or administrative requirements.
- Supervises assigned personnel (e.g. counselors, behavior interventionists, family resource specialist, nurses, SROs, contract services, etc.) for the purpose of maintaining adequate staffing, enhancing productivity, and achieving department objectives within budget.
- Works with parents and administrators on student discipline issues for the purpose of providing stakeholders with high quality service and complying with District policies.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Masters degree in job-related area.

Equivalency: Masters or Specialist degree in related area with increasing levels of job-related experience may substitute for MA Degree.

Required Testing

Certificates and Licenses

Driver's License & Evidence of Insurability
Valid Certificate Issued by DESE

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

5/6/2020

Salary Grade

H / Dir. Student Services