

Star City School District

Position Title: Director of Student Services

Reports to: Superintendent

Length of Contract: 245 Days

Minimum Qualifications: Building Level Licensure

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Student Services

1. Coordinate Student Services: Supervise and plan budgets for Transportation, Maintenance, Food Service, Facilities Planning, Technology and Classified Staff.
2. Oversee Schoolwide Program for the district.
3. Evaluate all classified employees.
4. Fulfill duties as Activity Coordinator: Collaborate with all activity programs to maximize and plan budgets and calendars. Leads character development of students and coaches (Bulldog AID).
5. Plan and prepare facilities and supervision of all home contests by the AD and administration.
6. Work collaboratively with principals to oversee ALE and ABC Program.
7. Submission of Technology Plan; serve as Technology Committee Supervisor including data for school report card. Collaborate with Federal Coordinator for submission of required documents.
8. Develop and implement services to the district towards the following positions:
 - a. Homeless Liaison
 - b. Private School Liaison
 - c. Facilities Planning
 - d. SDFS (Safe Drug Free School) Coordinator
 - e. Home School Coordinator/ School Choice Supervisor/SCA
 - f. 504 Coordinator District

Communications

1. Plan District communication team and processes for community communication including but not limited to social media, news and websites.
2. Prepare and present Annual Report to the Public.
3. Serve as District Parent Involvement Coordinator.
4. Collaborate with Federal Programs coordinator to meet all data requirements.

Safety

1. Serve as Risk Management Coordinator for the district.
2. Complete safety plan and submit to the state as the Continuity of Operations Coordinator.
3. Assess safety of the district through an outside safety audit.
4. Create and maintain a District Safety Team and serve as liaison to Community Agencies.

Policies

1. Serve as District Policies, PPC and Student Handbook Policies Coordinator.
2. Serve as Ethics/Misconduct/Sexual Harassment Investigator.
3. Serve as Grievance Officer for the district and will investigate all grievances.

All other duties as assigned by the superintendent.