

Somerset County Public Schools

Job Description

Job Title: Student Services Supervisor
Department: Student Services
Reports To: Assistant Superintendent
FLSA Status: Exempt
Prepared By: Vicki Carter/Renee McLaughlin/Beth Whitelock
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Approved By: **Board of Education**
Approved Date: **2/16/2010**

I. Summary

Individual is responsible for working with students, parents, school personnel, and the community to assist each student toward optimal academic, emotional, health, interpersonal, and career development by providing comprehensive programs and services. The goal is to assure that **all** students achieve high standards, graduate from high school and are equipped with the skills and behaviors needed to attain success in a rapidly changing environment by performing the following duties.

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Assistant Superintendent or Superintendent.

- Provides student services to enhance instruction and learning for **all** students.
- Provides assistance and services as a resource to students, parents, school officials as appropriate on student services and related matters.
- Collaborates with school counselors, learning support specialists, nurses, school psychologists, administrators, and staff as well as other agencies for the purpose of developing programs and services for students.
- Supervises and leads in the continuous development of the school counseling program and learning support team process.
- Serves as the Local Accountability Coordinate (LAC) with MSDE for the administration of the state testing program.
- Assists in the identification of students with adjustment problems (i.e. attendance, discipline) by reviewing all available information regarding the student, consulting with the parents, and meeting with staff.
- Explains school programs and interprets school policies and Code of Maryland Regulations to staff, students, parents, and the community.
- Serves as education representative on community and State agency advisory committees.
- Presents testimony and makes recommendations at court hearings and provides information to Juvenile Services Administration personnel.
- Serves as the Truancy Court Coordinator for the school system.
- Investigates non-resident and school boundary cases and requests for student transfers.
- Participates in the development of policies and procedures for students.

- Collects and Analyzes data to discern both system wide and school wide trends and to use this analysis for planning, implementation, monitoring, and evaluation purposes.
- Speaks to faculty, student and parent groups regarding available support services.
- Assists with the supervision and operation of an alternative education program and services (Elementary).
- Develops and provides appropriate training opportunities for support staff, administrators, etc. (i.e. Child abuse, bullying harassment, student records, etc.)
- Assists in the referral of child abuse and child neglect cases to proper legal authorities.
- Coordinates the county crisis team and support to schools when crisis arise and serves as the Safe & Drug Free School Coordinator.
- Serves as the student's advocate and Superintendent's designee in selected cases of long term suspension, expulsion and withdrawal.
- Serves as liaison between the Board of Education and various local agencies such as Department of Social Services, Health Department, Juvenile Services, etc.
- Provides supervision and support to the school nurse manager and confers with school nurse manager on a regular basis as it relates to the health services program.
- Serves as the Homeless Liaison.

III. Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

Master's Degree from an accredited institution in a related educational field and at least 3 years previous teaching experience. Previous experience as a counselor, principal or assistant principal is preferred.

B. Certificates, Licenses, Registrations

Current Maryland State Teaching Certificate with Supervisor of Pupil Services or Administrator I endorsement. Must have a valid driver's license.

C. Language Skills

Ability to read, analyze, and interpret general business periodicals, professional and trade journals, technical procedures, or instructional textbooks and instructional aides. Ability to write reports, detailed lesson plans, and procedure manuals as directed. Ability to effectively present information and respond to questions from groups of students, administrators and the general public.

D. Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

E. Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

F. Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Project Management software; Spreadsheet software and Word Processing software. Pursues training and development opportunities to expand technology knowledge.

G. Other Skills and Abilities

Must have proven leadership ability. Must have excellent interpersonal skills with the ability to work with persons of diverse backgrounds. Must have skills to write and administer grants. Experience with the budget management process is preferred.

H. Other Qualifications

Must be able to travel to all schools and attend out of town meetings as necessary. Knowledge of child development, learning theories and effective teaching practices is required. Must be able to work a variety of hours and schedules. Previous experience and knowledge with the basic needs and services of children is preferred. Must be dependable. Ensures work responsibilities are covered when absent. Arrives to meetings on time.

IV. Physical Demands

The physical demands described here 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. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. 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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.