

ENGLEWOOD PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: DIRECTOR OF STUDENT AFFAIRS

QUALIFICATIONS:

- Hold a valid New Jersey Principal Certificate
- Hold a Master's Degree or higher from an accredited university or college
- Have a minimum of five (5) years of supervisory experience in the field of educational administration
- Have extensive knowledge of state and federal laws and regulations pertaining to general education
- Have an ability to analyze statistical data for purposes of data-driven decision making
- Demonstrate excellent leadership and organizational skills and the ability to motivate people
- Demonstrate ability to work with diverse populations of staff, parents and students
- Have excellent oral and written communication skills
- Proficient in technology

REPORTS TO: The Director of Student Affairs reports to the Superintendent of Schools and/or his/her designee.

JOB GOAL: To provide district-wide leadership and administrative oversight in the areas of student conduct, attendance, academic, social and emotional growth and enhanced student/family/community relations.

PERFORMANCE RESPONSIBILITIES:

The essential functions and elements of this position include, but, are not limited to, the following:

Student Code of Conduct

1. Develops and implements a Code of Conduct for all district students.
2. Supervises conduct for all students district-wide, addresses special disciplinary cases as necessary, oversees all disciplinary procedures and keeps records of disciplinary action.
3. Guides, directs, advises, and participates in serious discipline processes and problems including student suspension and expulsion cases.
4. Interprets, prepares, and disseminates information regarding education administrative codes and legally-mandated changes in regard to attendance, student discipline, and due process.
5. Collects, aggregates, analyzes and prepares bi-annual Student Safety Data System submissions.
6. Develops and manages the in-school and out-of-school suspension programs.
7. In conjunction with the Director of Pupil Personnel Services develops remediation programs for all district students.
8. Works with the Director of Pupil Personnel Services, the guidance team and the child study team for solutions of student problems.
9. Works with administration, faculty and staff to supervise on matters dealing with curriculum and instruction which pertain to pupil adjustment and performance.

Student Attendance

10. Supervises and guides the Student Attendance Coordinator(s) in matters of student attendance.
11. Supervises the reporting and monitoring of district-wide pupil attendance.
12. Guides parents, faculty and student groups as requested in advancing educational and related activities and objectives.
13. Provides building coverage for Principals as requested by the Superintendent of Schools.
14. Maintains positive, cooperative, and mutually supportive relationships with the administration, faculty, educational services personnel, students, parents, community and representatives of resource agencies within the community.
15. Directs the planning, organization, and coordination of the district's pupil attendance programs, including truanancies.
16. Chairs, conducts, and supervises various discipline and attendance hearings, coordinates all hearing panels, ensures due process in all cases.
17. Coordinates with the Registration and Residency Coordinator to process documentation to establish student's residence requirements.

Intervention & Referral Services (I&RS)

18. Serves as the District's Intervention and Referral Services Coordinator.
19. Collects information on the identified learning, behavior, and health difficulties.
20. Develops and implements action plans that provide for appropriate school or community interventions or referrals to school and community resources, based on the collected data and desired outcomes for the identified learning, behavior, and health difficulties.
21. Provides support, guidance and professional development to school staff who identify learning, behavior and health difficulties.
22. Provides support, guidance and professional development to school staff who participate in each building's system for planning and providing intervention and referral services.
23. Communicates and involves parents or guardians in the development and implementation of intervention and referral services action plans.
24. Coordinates the access to and delivery of school resources and services for achieving outcomes identified in intervention and referral services action plans.
25. Coordinates the services of community-based social and health provider agencies and other community resources for achieving outcomes identified in intervention and referral services action plans.
26. Maintains records of all requests for assistance and all intervention and referral services action plans and all related student information.
27. Reviews and assesses the effectiveness of each intervention and referral services action plan in achieving the identified outcomes, and modifies each action plan to achieve the outcomes, as appropriate.
28. Reviews intervention and referral services action plans as prescribed by law and the actions taken because of the building's system of intervention and referral services, and makes recommendations to the principal for improving school programs and services, as appropriate.

Division of Child Protection & Permanency (DCP&P)

29. Serves as the District's Division of Child Protection and Permanency liaison.
30. Serves as the District's liaison to act as the primary contact person between the schools in the District and child welfare authorities about general information sharing, the development of mutual training and other cooperative efforts.
31. Facilitates school registration, placement, educational planning, support services, collaboration and problem resolution.
32. Serves as the point person for communication, collaboration, information sharing and resource identification.
33. Acquires knowledge about outside systems and resources, which may require attendance at cross-trainings offered at state and local levels.
34. Participates in and turnkeys county-offered trainings and activities that foster collaboration, communication and problem resolution between the education and child welfare communities.
35. Coordinates with CP&P to provide the required training of school district employees, volunteers and interns.

McKinney-Vento Act (Homeless)

36. Supervises and guides the District's McKinney-Vento liaison.
37. Identifies homeless students.
38. Enrolls homeless students in school and provides access to school services.
39. Obtains immunizations and/or medical records.
40. Informs parents, school personnel, and others of the rights of homeless children and youth.
41. Works with school staff to make sure that homeless children and youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.
42. Helps to coordinate transportation services for homeless children and youth.
43. Collaborates and coordinates with the State Coordinator for the Education of Homeless Children and Youth and community and school personnel responsible for providing education and related support services to homeless children and youth.

Record-Keeping

44. Maintains accurate records that are easily accessible electronically and/or hard copy.
45. Protects confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.

Professional Development

46. Facilitates the participation of staff in professional development opportunities related to programs supervised to enhance their job-related knowledge and skills; and conducts in-service training for District programs as required.
47. Continues own professional growth and development through memberships; attendance at relevant meetings, workshops and conferences; enrollment in advanced courses; and similar activities.

48. Stays current with changes and developments in the profession by attending professional workshops and meetings, reading professional journals and other publications, and participating in other experiences.

School and Community Relations

49. Promotes on-going, two-way communications with students, school personnel, parents and community agencies to enhance programs.
50. Participates in relevant administrative meetings conducted by other administrators and/or the Superintendent of Schools.
51. Performs such other duties as may be assigned by the Superintendent of Schools and/or his/her designee.

APPOINTMENT:

Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

TERMS OF EMPLOYMENT:

Twelve (12) months per year. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee and according to collective negotiations agreement (if applicable).

EVALUATION:

Performance of this position will be evaluated annually in accordance with the law and the provisions of the Board's policy on evaluation of certificated personnel and the administrative procedures on certificated staff evaluation.

BOARD APPROVAL:

RESOLUTION #: