

**Director of Student Support Services
New Hanover County Schools**

Job Description

Class: Administrative

Dept: Student Support Services

TITLE: Director

QUALIFICATIONS:

1. Master's degree in Administration, N.C. Administrator's Certificate or equivalent combination of education and experience.
2. Five or more years experience as a public school administrator.
3. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Assistant Superintendent of Student Support Services

JOB GOAL: To assist the assistant superintendent with all student support services.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school/department issues.
2. Manage the school system's grants process.
3. Represent the Student Support Services Division and New Hanover County Schools on various community based and school system committees.
4. Serve as a Liaison for non-traditional schools.
5. Coordinate activities with those of other departments and outside agencies and organizations.
6. Facilitate the development of systems, policies and procedures to streamline operational functions and minimize duplication of efforts and redundancies within the Student Support Services Division.
7. Supervise and conduct personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports and granting leave.

8. Serve at the district level as the Coordinator of the Driver Education program.
9. Manage budgets within areas of responsibility.
10. Strive to maintain and improve professional competence. Participate in the development and support of the broad school/department vision.
11. Perform other duties and responsibilities as requested by the Deputy Superintendent.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: SA V

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved programs, services and activities related to student support services.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Knowledge of alternative school programs and philosophies.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.