



Job Description

Director of Family and Student Services

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 260 Days

Experience Required: Minimum of five (5) years of experience working in a related field.

Minimum Education Requirements: Master's degree in related field.

Department: Central Office Administration.

Direct Supervisor: Superintendent.

Certification: Administration Certification

Job Summary: Directs the planning, development, organization, management, direction, and implementation of all aspects of the Family and Student Services programs of the District. Responsibilities. Oversees social worker, counselors, and recovery room teachers.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Provide leadership and vision to ensure compliance in matters relating to student discipline, alternative education, child welfare and attendance, guidance services, and school safety.
- Ensure that all practices in the district are legal and ethical for each student/family so that each child has the opportunity to achieve at a high level and be prepared for post-secondary success.
- Collaborate with district staff, families, and the community in developing and implementing services and programs.
- Incorporate policies and procedures in accordance with laws and regulations
- Serve as the Supervisor for social workers, counselors, and recovery room teachers and evaluates assigned personnel.
- Oversee district residency and enrollment.
- Oversee Positive Behavior Intervention Support (PBIS) - Proactive approach to classroom management.
- Attend and oversee district level behavior hearings; guides, directs, and participates in serious discipline processes, including student suspensions and expulsions.
- and provide professional development for assigned personnel.
- Serve as the main contact for McKinney Vento and Foster Care.
- Oversee the dropout prevention program for the district.
- Serve as the long-term suspension coordinator -Turning Point.
- Serve as the main contact for Multitiered System of Support Development (MTSS).
- Perform other duties as assigned.



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Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Organizational systems, the role of public education in the United States, racial equity, social justice, culturally relevant instruction/practices.
- Strong understanding of relevant laws.
- Curriculum and research-based programming.

Skills

- Strong written and oral communications and relational skills.
- Strong problem-solving skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Ability to collaborate with families and community members of diverse cultural and educational backgrounds.
- Ability to manage personnel and programs with independent judgement.
- Keep and maintain accurate records.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date