

POSITION TITLE: Director of Student Services

QUALIFICATIONS: Bachelor's degree from an accredited college or university. Master's degree in a related area or Postgraduate Professional License preferred. Demonstrated leadership qualities and ability to work effectively with pupils, teachers, parents, and business and community leaders. Considerable experience with Microsoft Word, Excel, PowerPoint, Internet, Intranet and E-Mail use required.

PERFORMANCE EXPECTATIONS: Works with all staff, students and families of the Richmond City Public Schools community to promote a positive school climate. Directs the Department of Family and Community Engagement which includes the Department of Student Engagement and Prevention Services, Department of Pupil Personnel Services, Parent Resource Services and Regional Homeless Education. Focuses on positive student, family and community engagement to support increased daily school attendance in safe and nurturing school environments. Works to link students and families to positive school and community supports to promote school engagement and academic achievement. Works with principals and school leaders to increase parental involvement to promote student success. Monitors and enforces the Code of VA, School board policy with regard to attendance and discipline. Serves as liaison with Information, Communication and Technology Services (ICTS) for enrollment, attendance, dropout, truancy and discipline related data. Serves as liaison and collaborates with all community-based child serving agencies including Communities in Schools (CIS), Richmond Department of Social Services, Richmond Police Department, Richmond Behavioral Health Authority, and Richmond Redevelopment & Housing Authority. Serves as liaison with Richmond Juvenile Court, Commonwealth Attorney's office and 13th District Court Services Unit. Serves as RCPS representative on community-based collaborative committees including committees within the Richmond Juvenile Court and the Department of Social Services. Refers families to community based services. Works with and monitors the RCPS Department of School Social Work Services for the filing of truancy petitions on behalf of RCPS for noncompliant students and families. Prepares presentations for collateral contracts and affiliations. Monitors the programs associated with (Title 1) neglected and delinquent (N & D) grant. Develops, implements and monitors comprehensive positive school climate plan to include violence prevention, truancy prevention, and attendance improvement initiatives in all schools districtwide. Collaborates with all departments in Richmond Public Schools to support students and families with enrollment and completion of program requirements. Performs related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Directs the department of Family and Community Engagement. Work requires frequent standing, sitting, light lifting up to 10 pounds, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Assistant Superintendent of Exceptional Education and Student Services

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 133

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt