

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### Director of Student Services

#### QUALIFICATIONS:

1. Master's Degree from an accredited college or university.
2. Valid Florida certification in Educational Leadership, Administration and Supervision, School Principal or Professional School Principal.
3. At least five (5) years successful experience in education including three (3) years in administration and supervision.
4. Alternatives to the above qualifications as the Board may find appropriate and acceptable.

#### KNOWLEDGE, SKILLS AND ABILITIES:

1. Future oriented perspective.
2. Ability to plan, organize, and prioritize.
3. Ability to analyze problems, identify appropriate solutions, project outcomes of proposed actions, and implement recommendations.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to present information effectively to a variety of audiences.
6. Ability to work cooperatively with School Board members, school personnel, students, community and other departments and agencies.
7. Knowledge of national, state, and district educational goals and standards.
8. Ability to read, interpret, and implement State Board of Education rules, School Board policies, and appropriate federal and state statutes and regulations.
9. Advanced skills in problem solving and interpersonal interaction, with the ability to handle sensitive issues in a timely and professional manner.

#### REPORTS TO:

Assistant Superintendent of Academic Services

#### JOB GOAL

Oversee the district's efforts regarding student attendance, truancy, transfer process, school choice, social/emotional health and well-being, and community outreach. To coordinate and monitor student services and provide assistance to schools in meeting the needs of students and families.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

1. Coordinate the planning, implementation and evaluation of the district's comprehensive program of student services in an effective and efficient manner.
2. Coordinate and oversee the district wide Mental Health Continuum.
3. Supervise the district mental health counselors and social workers.
4. Coordinate and oversee the School Choice program.

*Director of Student Services continued*

5. Oversee the Families in Transition program.
6. Coordinate the district health services program and site nurses.
7. Coordinate and oversee the county wide school attendance, truancy and home school programs.
8. Oversee the annual update of the district's Code of Student Conduct.
9. Coordinate county wide Positive Behavior Supports program.
10. Coordinate support services for students assigned to alternative educational programs.
11. Oversee Department of Juvenile Justice and juvenile court liaison.
12. Organize and coordinate the orderly maintenance of student records.
13. Prepare and oversee the preparation of required reports and maintain appropriate records.
14. Oversee and coordinate professional learning opportunities for school-based guidance personnel.
15. Coordinate professional learning opportunities regarding social/emotional learning support for suicide prevention, grief counseling, bullying, anger management and other areas.
16. Coordinate programs to inform the community and parents of student supports available.
17. Serve on district, state, and community councils or committees as assigned and/or appropriate.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force constantly to move objects. Must be willing to work indoors and outdoors.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel and established performance objectives outlined in the District's current strategic plan.

**Job Description Supplement Code: 5**

**Salary Lane: Non-School Based Administrator AUZ**