

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

DIRECTOR OF STUDENT SUPPORT SERVICES

QUALIFICATIONS:

- (1) Master's Degree, from an accredited educational institution.
- (2) Certification in Administration/Supervision or Educational Leadership.
- (3) Minimum of five (5) years experience in teaching or district level administrative experience or at least 3 years as a school principal.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of state laws, Department of Education rules, regulations of the Division of Children and Families and School Board regulations as they pertain to student services.
- Ability to communicate orally and in writing in an effective manner.
- Skill in use of methods to handle sensitive situations.
- Knowledge of concepts and strategies used in evaluation.
- Knowledge of current trends, best practices and legal issues related to student services.

REPORTS TO:

Executive Director of Student and Community Engagement

JOB GOAL

To test, screen and place students to enable them to reach their optimum potential for learning.

SUPERVISES:

N/A

JOB SUMMARY:

To coordinate and monitor student services and provide assistance to schools in meeting the needs of students and families.

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 the countywide attendance program.
- (3) Coordinate the district health services program.
- (4) Coordinate the annual update of the district's Code of Student Conduct.
- (5) Organize and coordinate the orderly maintenance of student records and retrieval and dissemination of information upon request.

Director of Student Support Services (Continued)

- (6) Meet with school guidance personnel to provide assistance in developing effective guidance programs.
- (7) Oversee, coordinate, and facilitate student expulsion hearings.
- (8) Coordinate the process for reviewing and updating guidance publications.
- (9) Provide periodic information and training concerning guidance issues such as suicide prevention, grief counseling, sexual harassment, bullying and anger management.
- (10) Develop and maintain a district-wide discipline report manual
- (11) Serve as safe schools contact for the district.
- (12) Coordinate and serve as a liaison between the district and local law enforcement agencies for the School Resource Officer Program.
- (13) Coordinate missing children services with state and local law enforcement.
- (14) Collaborate with community agencies related to student service areas and delivery of services.
- (15) Coordinate programs to inform the community and parents of student services.
- (16) Respond to inquiries and concerns in a timely manner.
- (17) Keep Superintendent or designee informed of potential problems or unusual events.
- (18) Serve on district, state, community councils, or committees as assigned or appropriate.
- (19) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents, and the community.
- (20) Keep informed and disseminate information about current research trends and best practices, programs and legal issues.
- (21) Represent the district in a positive and professional manner.
- (22) Develop the department budget and monitor its implementation as required
- (23) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- (24) Develop in-service programs in areas such as guidance, attendance procedures, due process procedures and others.
- (25) Prepare or oversee the preparation of required reports and maintain appropriate records.
- (26) Exercise proactive leadership in promoting the vision and mission of the district.
- (27) Set high standards and expectations to promote professional growth for self and others.
- (28) Perform other duties consistent with the goals and objectives of the position.
- (29) Develop and monitor implementation of district-wide 504 plan procedures.
- (30) Coordinate any review and/or complaints related to 504 plans.
- (31) Serve as Equity Coordinator for district.
- (32) Serve as liaison for district in the Take Stock in Children Program.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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.

Director of Student Support Services (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 3

Flagler Schools Strategic Framework – Student and Community Engagement

Salary Lane: Non School-Based Admin AUZ