

**Middletown Township Board of Education
Middletown, New Jersey 07748**

JOB DESCRIPTION

- Title:** District Director for Student Support Services
- Qualifications:** NJ School Administrator certification required
- Minimum 10 years in education, 5 of which must have been in administration required
- Possess a comprehensive understanding of all issues related to the operation of schools and a comprehensive program of support services
- Demonstrate strong knowledge of school law
- Demonstrate strong knowledge of school security and emergency management
- Demonstrate excellent administrative, organizational and interpersonal skills
- Such other qualifications as the Board of Education may find appropriate
- Reports To:** Assistant Superintendent for Student Support Services
- Job Goal:** The District Director for Student Support Services is responsible for the district wide administration and primary supervision of a comprehensive program of support services in the areas of student assistance including mental health supports and substance use prevention/intervention/referral services, student discipline, school climate/culture, student health and safety, extracurricular activities, guidance, and student attendance as well as residency/registration, ILO, and CAP. Serves as the District HIB Coordinator.
- Performance Responsibilities:**
1. Encourages and fosters team consciousness and cooperation among district staff.
 2. Administers and supervises the planning, implementation, and evaluation of student support programs and services in areas of student assistance including mental health supports and substance use prevention/intervention/referral services, student discipline, school climate/culture, student health and safety, guidance, and student attendance. Assists building administrators in the improvement of student support programs and services.
 3. Oversees emergency management/security planning, implementation and training for the district in coordination with the Supervisor of Security.
 4. Supervises the Supervisor of School Counseling and Mental Health Services.
 5. Serves as the District Anti-bullying Coordinator. Coordinates activities of the Anti-bullying Specialists at each school building, including providing training.
 6. Coordinates the annual review and revision of the student handbooks, including the Code of Conduct, for all schools.
 7. Ensures effective implementation of Board approved SEL program at all school levels.
 8. Ensures effective implementation of the District's Restorative Practices program at all school levels.
 9. Meets regularly with building and district personnel on matters pertaining to assigned duties.

**Performance Responsibilities
(continued):**

10. Serves as liaison to the Before/After Care Programs in the district. Ensures the program provider delivers an effective program consistent with the district's expectations and contract.
11. Serves as liaison to the Municipal Alliance with the Supervisor of School Counseling and Mental Health Services.
12. Administers the district's residency procedures including student transfer requests.
13. Plans and presents district wide training for staff on state mandated topics including, but not limited to HIB, EVVRS, residency, McKinney Vento, and school law.
14. Oversees the district health services and supervision of school nurses.
15. Monitors and evaluates co-curricular activities in all schools in collaboration with principals. Recommends the creation of new co-curricular activities and the elimination of underutilized activities to the Assistant Superintendent for Student Activities/Services.
16. Manages the CAP grant and oversees program implementation.
17. Oversees ILO program.
18. Assists with SSDS and other state reporting requirements as well as student data management as needed.
19. Assists with school master scheduling as needed.
20. Observes and evaluates staff as assigned by the Superintendent.
21. Supports the coordination of police officers in district schools.
22. Supports the maintenance of positive school climates in district schools.
23. Supports the Student Information System and Enrollment Manager and coordinate preparation of federal and state reports.
24. Creates reports, analyzes and monitors student attendance and behavior infractions.
25. Assists with implementation of McKinney Vento Laws and Educational Stability Laws.
26. Ensures implementation of Board policies regarding school operations, student support services and other areas of oversight.
27. Promptly reports to the Assistant Superintendent for Student Support Services any enacted laws and regulations regarding school operations, student support services and other areas of oversight, which require revision to Board policies and/or regulations, and advises of any changes or revisions that should be made to Board policies and/or regulations
28. Prepares reports and documents for BOE meetings.
29. Such other duties as assigned by the Assistant Superintendent for Student Support Services.

**Terms of
Employment:**

Twelve month year

Evaluation:

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

Approved:

2/21/17

Revised:

5/15/2019 Addendum, 8/23/2022