

White Settlement ISD

Director of Student Services Job Description

Director of Student Services

Primary Purpose:

Supervise and coordinate student discipline procedures for the district. Direct and manage areas of student services to include PBIS, dress code, student code of conduct and handbook, truancy, and assist with student discipline concerns and AEP placements. Work with community, students and parents to assist with behavior concerns. Work directly with teachers, principals, and administrative staff on student behavior concerns. Oversee daily operations for DAEP.

Qualifications:

Education/Certification

- Master's degree with certification in educational administration
- Valid Texas teaching certificate
- Principal Certification

Special Knowledge/Skills

- Knowledge of education law, school board policies, social services and school district operations
- Strong organizational, communication and interpersonal skills
- Ability to read and interpret written policies, calculate budgets, write letters and memos
- Knowledge and experience necessary to provide guidance and oversight of the student discipline process
- Working knowledge of curriculum
- Ability to plan, organize and evaluate programs, projects and services and implement changes in methods and techniques as needed
- Ability to research and analyze technical information and prepare reports and recommendations
- Ability to analyze and resolve procedural and technical problems

Experience

- Minimum of five years teaching experience preferred
- Three years of successful administrative experience
- Alternative education experience preferred

Major Responsibilities and Duties:

Program Management/Leadership

1. Provide behavior support/services to students
2. Manage the current behavior process/system and student discipline/intervention process.
3. Assist with daily student discipline and campus concerns.
4. Maintain disaggregated discipline data and present to leadership and principals.
5. Provide training to district staff as needed.
6. Assist in making assignments to and dismissals from the Disciplinary Alternative Education Program (DAEP) and expulsion hearings.
7. Monitor the truancy program and develop strategies to reduce the truancy rate within the district.
8. Maintain familiarity with the district's curriculum to better serve the needs of students.
9. Work collaboratively with S.H.A.C.
10. Perform other tasks consistent with the goals and objectives of this position.

White Settlement ISD
Director of Student Services Job Description

Director of Student Services

Employee and Community Relations

11. Use management practices that promote collegiality, teamwork, and collaborative decision making among staff and community.
12. Provide parenting/behavior training to parents/guardians as needed.

Human Resources

13. Recruit, train, and supervise department staff and make sound recommendations relative to personnel placement, assignment, retention, discipline, and termination.
14. Evaluate job performance of department staff to ensure effectiveness.
15. Develop training options and improvement plans for department staff to ensure the department's effective operation.

Other

16. Ensure that department operations contribute to the attainment of district goals and objectives.
17. Attend board meetings regularly and make presentations to the board.
18. Complete other duties as assigned.

Professional Growth and Development

19. Participate in professional development activities to maintain current knowledge of human resource rules, regulations, and practices.
20. Attend and coordinate community/professional meetings, conferences, as assigned by supervisor.
21. Seek, accept, and respond to evaluation feedback.
22. Actively participate in professional organizations/activities.
23. Take the initiative to provide leadership in addressing challenges.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

- Sits stands and walks daily
 - Frequent district-wide and occasional statewide travel
 - Work with frequent interruptions
 - Maintain emotional control under stress
 - Occasional prolonged and irregular hours
-
-

White Settlement ISD
Director of Student Services Job Description

Director of Student Services

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____