

OZARK R-VI SCHOOLS  
JOB DESCRIPTION

**TITLE: EXECUTIVE DIRECTOR OF STUDENT SERVICES**

**QUALIFICATIONS:**

1. Superintendent Certification issued by Missouri Department of Elementary and Secondary Education (preferred)
2. Master's Degree or higher
3. Successful experience in teaching and/or school administration
4. Such alternatives to the above qualification as the Board may find appropriate and acceptable

**REPORTS TO:** Assistant Superintendent of Learning

**JOB GOAL:** To direct the departments and programs which provide support to students and schools

**PERFORMANCE RESPONSIBILITIES:**

**SUPERVISION**

1. Aligns and monitors the services provided by departments within the area of supervision (e.g. Federal Programs, Health Services, Guidance & Counseling and Student Services) for the purpose of providing continuity of quality service to students and staff.
2. Directs and coordinates the foster care, homeless and migrant district programs including working with building level administrators and other district personnel to provide educational opportunities. Serves as the district Homeless/Migrant/Foster Care Coordinator.
3. Supervises, monitors, and oversees the district Federal Programs including Titles I, IIa, III, IV, V, and VI. Ensures compliance with federal requirements within these programs.
4. Supervises and coordinates the district ELL program working with building principals. Serves as the district ELL Coordinator.
5. Supervises, monitors, and oversees the Reading Recovery teachers. Serves as the district Reading Recovery site Coordinator.
6. Organize gifted services for the district.
7. Manage organizational demands of MTSS/RTI and 504 programs. Serves as district MTSS/RTI and 504 Coordinator.
8. Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with organizational policies and procedures, and/or monitoring program components.
9. Collaborates with other executive directors along with other members of the leadership team for the purpose of aligning students and schools support.
10. Serves as the District Attendance Officer to ensure compliance with federal, state, and local laws and policies concerning student attendance, student records, and residency.
11. Provides programmatic support to the student support facilitators to ensure all appropriate resources are utilized to help remove barriers to school attendance; resolves personal, emotional, and social problems that interfere with the student's ability to attend school regularly, stay in school, and complete graduation requirements.
12. Assists in coordinating necessary professional development for staff.
13. Attends Board meetings and prepares reports for the Board as requested.
14. Supervises Director of Nursing, Social Workers, and 504 Process Coordinator.
15. Collaborates with the Superintendent's cabinet and the leadership team for the purpose of program development and alignment.
16. Performs such other tasks and assumes responsibility as may be assigned by the Superintendent or Assistant Superintendent of Learning.

**PHYSICAL REQUIREMENTS:** Must be able to be mobile between buildings

**TERM OF EMPLOYMENT:** 260 days

**EVALUATION:** Assistant Superintendent of Learning

**TYPE OF POSITION:** Exempt

**PAYSCALE:** Certified Executive Directors Salary Scale

**APPROVED BY SCHOOL BOARD:** January 16, 2025