

## MANAGEMENT JOB DESCRIPTION

---

# SENIOR DIRECTOR OF STUDENT SERVICES

---

### JOB SUMMARY:

Under the direction of the Assistant Superintendent of Student Services, The Senior Director of Student Services provides strategic leadership, oversight, and management of all student services functions within the district, ensuring that services are designed and delivered to foster student success, engagement, and well-being. This role is responsible for the development and implementation of student support programs that address the diverse needs of all students.

### ESSENTIAL JOB FUNCTIONS:

- Provide direct support to the Assistant Superintendent in addressing departmental needs related to community schools, early childhood education, special education, and student placement.
- Assist the Assistant Superintendent in supporting and advising on legal and litigation matters related to student services, ensuring compliance with applicable laws and regulations.
- Ensure the integration of student services with academic programming and other institutional departments to enhance the overall student experience.
- Lead and coordinate the Multi-Tiered System of Supports (MTSS) frameworks across the district to ensure academic, behavioral, and social-emotional needs are met for all students, utilizing data-driven decision-making processes for individualized support.
- Collaborate with educators, administrators, and support staff to develop and monitor intervention plans, provide professional development, and ensure consistent progress monitoring to improve student outcomes and close achievement gaps.
- Develop and implement district-wide behavioral interventions and supports, focusing on promoting positive student behavior, reducing disciplinary incidents, and fostering a positive, inclusive school culture in alignment with district policies and best practices.
- Provide ongoing coaching and mentorship to educators in implementing evidence-based behavior practices, ensuring consistency across classrooms, and supporting the integration of behavior management strategies into daily teaching practices to improve student engagement and outcomes.
- Communicates with District administrators, agencies, organizations, and state and county ECE and Special Education Local Plan Area (SELPA) administrators to coordinate activities and programs, resolve issues and conflicts, and exchange information related to ECE and Early Childhood Special Education laws, policies, and procedures.
- Oversees the development and preparation of budgets for ECE programs, analyzes and reviews budget and financial data, controls and authorizes expenditures in accordance with established policies, directs the implementation of a financial plan and process for funding support services, and facilitates budget planning.
- Provides professional development and coordinates academic, behavioral, and social-emotional learning (SEL) implementation and interventions at Tier I, II, and III.

- Coordinates efforts and provides support related to Response to Intervention (RTI)/MTSS Academics, including MTSS-R.
- Collaborates with other departments and divisions in cross-departmental/ divisional projects.
- Facilitates Districtwide change efforts to support achievement for all students.
- Collaborates with and provides ongoing training and support to site-based mental health providers and other certificated/classified staff.
- Actively contributes to the District MTSS Committee to provide leadership and support for MTSS initiatives.
- Coordinates and conducts campus walkthroughs to assist staff to monitor and increase effectiveness of MTSS.
- Regularly meets and consults with school MTSS committees to support all three tiers of MTSS, including the identification and screening of students, matching students to interventions, and progress monitoring.
- Assists schools to utilize data-tracking systems to collect and analyze data to determine academic and behavioral patterns and trends.
- Maximizes effectiveness of existing partnerships and seeks new partnerships to increase mental health services for District students.
- Develops and prepares related plans, reports, and presentations including Board, state, and federal reports.
- Performs other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Administrative Credential.
- Master's Degree.
- Multiple-Subject, or Special Education Teaching Credential or related teaching experience desired.
- Pupil Personnel Services (PPS) Credential desired.

**Knowledge, Skills, and Abilities**

- Familiarity with relevant legal and regulatory guidelines, including FERPA, Title IX, ADA, and other higher education policies.
- Formal training and demonstrated successful experience prescribing and implementing a variety of evidence-based systems of academic, behavioral and SEL interventions.
- Successful experience planning and facilitating professional development and school improvement activities.
- Experience and demonstrated success with evidence-based decision-making.
- Demonstrated strong interpersonal skills and positive working relationships.

*Cabinet Salary Schedule*

*BOARD APPROVED: 12-16-24*