

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Executive Director of Student Services (6-12)
Reports To: Deputy Superintendent of Students & Schools

SUMMARY

The Executive Director of Student Services (6-12) oversees the appropriate delivery of student services within the District for students in grades 6-12. He/She plans, coordinates, and supervises the operations of the Student Services department in collaboration with the Executive Director of Students Services (grades PreK-5).

QUALIFICATIONS/REQUIREMENTS

- Master's Degree and academic preparation aligned with the job duties. Specialist's Degree is preferred.
- Minimum of three years of experience as a teacher and administrator, and/or in student services or related field, or equivalent combination of education and experience.
- Missouri Administrator Certification.
- Experience supporting student services populations such as those designated as "at risk".
- Knowledge of and experience supporting the Health Services department and/or participating in and leading 504 processes.

ESSENTIAL JOB DUTIES

- Supports and collaborates with the Deputy Superintendent of Students & Schools regarding all duties in the Student Services department.
- Collaborates with Principals and Assistant Principals regarding secondary discipline.
- Schedules and conducts secondary discipline hearings for the Superintendent of Schools.
- Serves as the Title IX Coordinator for secondary student investigations.
- Serves as a representative on the Superintendent's Extended Cabinet.
- Actively promotes the District's Whole Child culture, supporting data-driven decision-making based on tiered supports and trauma-informed interventions.
- Works to maximize the regulation, success, and achievement of students who may be at risk.
- Collaborates with the Lead Counselor to oversee the School Counseling Program.
- Evaluates Student Service leadership and administrative staff.
- Works toward the accomplishment of Board of Education goals, CSIP goals, and MSIP standards.
- Develops and maintains procedures to ensure confidentiality of records for all students.
- Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the Student Service department's administration.
- Oversees District residency and enrollment.
- Develops procedures and handles requests for intra-district transfer of students.
- Oversees programming related to school counseling.
- Provides leadership, direction, and regular feedback in regard to all alternative learning programming options.

ESSENTIAL JOB DUTIES (cont'd)

- Collaborates with the 504 Specialist to oversee the District 504 process.
- Works with the Executive Director of Student Services (PreK-5) to develop and monitor the budget for the Student Services department's programs.
- Conducts staff meetings to keep members informed of policy changes, new programs, and other District developments.
- Facilitates Assistant Principal Meetings.
- Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the student services program's professional and classified staff.
- Meets with and coordinates with District attorneys, as needed.
- Develops and submits appropriate reports for federal and state agencies concerning the District's role in providing services.
- Maintains an understanding of legal, research, and other developments concerning the delivery of student services programs and acts as a resource to other District administrators.
- Collaborates to provide direction, training, and documentation to District staff and families on Homebound placement.
- Serves as liaison with all building administrators on interpretation of policies and procedures.
- Participates in District-wide committees, activities, and events associated with the school and District programs.
- Is committed to professional growth and the School Improvement Process.
- Assumes responsibility for the implementation and observance of all Board policies and regulations in regard to student services.
- Attends meetings relevant to student services as required, such as Board meetings, administrator meetings, conferences, and seminars.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned by the Deputy Superintendent of Students & Schools or Superintendent of Schools.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Executive Director of Student Services (6-12) shall be employed on a twelve-month basis with twenty-five (25) days of vacation. Salary for this position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.