ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

DIRECTOR - STUDENT SERVICES II

POSITION: **Director - Student Services II**

REPORTS TO: **Deputy Superintendent of Schools**

LOCATION: **Department of Student Services**

NATURE OF WORK:
This is an advanced professional and managerial position with responsibilities for planning, organizing, coordinating, and directing programs for school counselors, pupil personnel workers, school nurses, school psychologists, and school social workers. The work includes supervision of professional and clerical support staff. The Director of Student Services interacts with school-based leaders, teachers, parents, and community agencies in order to coordinate efforts to support students with academics, career exploration, health care, and attendance. The work also includes the development and monitoring of a district-wide plan for a Multi-Tiered System of Supports (MTSS) to propagate appropriate strategies for student behavior in each school; district-wide crisis planning; and budget management. The work is performed under the general direction of the Deputy Superintendent of Schools.

ESSENTIAL FUNCTIONS:
- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours

- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, coordinates, and directs various programs to meet the needs of students
- Develops, implements, and revises program budgets, managing and allocating resources to provide appropriate support to meet Student Services needs
- Recommends staffing needs, changes in programs and policies affecting Student Services to the Deputy Superintendent of Schools
- Works with outside agencies in assisting students and parents who have needs beyond the scope of services provided by the school division
- Provides leadership and assistance in planning, coordinating, and/or conducting orientation programs for new student services personnel
- Collaborates with other system departments within the Division of Instruction to evaluate program effectiveness and recommend changes, as needed
- Maintains policies, regulations, and procedures related to Student Services programs, and revises/edits when appropriate or necessitated by statutory and regulatory changes
- Develops and maintains a system for analyzing student discipline data
- Develops and implements policies and procedures and operational guidelines which govern the student services programs
- Helps community groups gain an understanding of Student Services provided by St. Mary's County Public Schools
- Attends various meetings and leads committees related to Student Services programs (i.e. Code of Conduct, Dress Code)
- Attends various meetings and serves on committees within the Division of Instruction (i.e. Transition, Threat Team, Program of Studies)
- Participates on community boards, interagency committees, and work groups to advocate for students and their families and provides school system perspective
- Directs and provides leadership and assistance in planning and coordinating professional development activities based on student discipline data, threat, risk, and bullying and harassment data, student services programs/areas, and identified system needs (i.e. PBIS, MTSS)
- Provides a differentiated staff development program that enhances the skills of new and veteran Student Services staff housed at Central Office and at individual schools
- Collaborates with other system departments within the Division of Instruction to ensure the proper maintenance and usage of cumulative and confidential records
- Communicates with the Superintendent and Board of Education for Student Service initiatives and needs
- Conducts evaluations of administrative, certificated, and non-certificated employees
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Master's degree in an appropriate educational area such as Counseling, Educational Administration, Curriculum and Instruction, etc.
- Advanced Professional Certificate issued by the Maryland State Department of Education
- Administrator II certification
- Five (5) years of recent leadership experience in the field of education which could include:
    - Observing and evaluating student services staff

- Managing legal mandates and regulations governing the provisions of Section 504 of the Rehabilitation Act and related services (such as PST Chair)
- Organizing and operating procedures including the long-term program planning, goal-oriented improvement planning, and complex multi-year budget planning.

Preferred:

- Experience as Principal in Maryland

TERM OF EMPLOYMENT:
Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this position will be based on SMASA salary schedule for eleven and twelve-month employees – Range H.

BARGAINING UNIT ELIGIBILITY: SMASA

Revised: 03.2025, 05.2025