

TRUSSVILLE CITY BOARD OF EDUCATION  
Job Description

POSITION TITLE: Supervisor of Student Services

QUALIFICATIONS: State administration certificate in area of instructional responsibility

JOB GOAL: The Student Services Coordinator supports Trussville City Schools by overseeing programs and services that promote student well-being, safety, and success. This role is responsible for supervising enrollment and residency processes, coordinating support services, monitoring attendance and discipline data, and ensuring compliance with federal, state, and local regulations. The coordinator collaborates with families, school administrators, and community partners to remove barriers to learning and improve student outcomes.

REPORTS TO: Assistant Superintendent of Teaching and Learning

EVALUATION: Trussville City Schools

PERFORMANCE RESPONSIBILITIES:

- Serve as the district lead for enrollment, residency verification, and student records in accordance with board policy and state law
- Coordinate attendance monitoring and interventions, including managing Early Warning Court processes and maintaining records for the ALSDE report card
- Support school administrators in developing and implementing student discipline procedures aligned with district policy and restorative practices
- Manage out-of-district transfer requests, including communication with families, documentation, and tuition invoicing
- Assist in crisis planning and response, including reunification, safety protocols, and communication with law enforcement
- Act as a liaison between schools and families to support students experiencing homelessness, foster care placement, or other critical needs
- Coordinate district initiatives related to student health, mental wellness, and prevention programs (e.g., bullying, suicide awareness, facility dog implementation)
- Partner with special education, counseling, and mental health teams to provide wraparound support for at-risk students
- Maintain accurate and confidential records; generate reports for compliance, funding, and accountability
- Provide professional development and technical assistance to schools on student services procedures and best practices
- Serve on committees and task forces related to student safety, attendance, discipline, and wellness
- Perform other duties as assigned by the Assistant Superintendent

1. Demonstrates proficiency in written and oral communication and policy development for student services;
2. Maintains proper certification by attending workshops and/or professional development courses;
3. Provides leadership in disseminating pertinent case law information related to all areas of student services especially with regard to IDEA, and the 1<sup>st</sup>, 4<sup>th</sup>, and 14<sup>th</sup> Amendment rights OCR and Title IX;
4. Maintains federal and state reports and budgets for the Department of Student Services;
5. Plans and provides staff development activities for schools and staffs which enable staffs to meet special students' needs more effectively;
6. Performs other duties as directed by the Superintendent.

Approved: March 7, 2005

Amended Date: July 7, 2025