



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Director of Student Services

Exemption Status: Exempt

Reports to: Asst. Supt. of Academic Services

Pay Grade: 06

Works with: District Personnel

Days: 226

Dept. /School: Administration

Date Revised: 06/16/2020

Primary Purpose:

The Director of Student Services will be responsible for coordinating and supervising the functions and procedures required for maintaining efficient and effective student services.

Prerequisites:

- Master's Degree;
- Professional Mid-Management Certificate; Administrator; or Principal Certificate; and
- Three years of administrative experience.

Special Knowledge/Skills:

- Ability to read, analyze, and interpret the most complex documents
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to make effective and persuasive speech and presentations on controversial or complex topics to the Board of Trustees, administrators, employees, students, and public groups.

Major Responsibilities and Duties:

1. Maintain and update the Student Code of Conduct/ Student Handbook.
2. Serve as the hearing officer for student due processes of DAEP placements and expulsions.
3. Hear formal Level II student/parent grievances and informal complaints advancing beyond the campus level.
4. Demonstrate skill in conflict resolutions with all stakeholders.
5. Respond appropriately to situations that could impair the teaching/learning process or could threaten safety and well being of students and staff.
6. Use surveys and feedback from others to maintain or create a positive school climate.
7. Demonstrate a commitment to the mission of the district as it is communicated to the public.
8. Prepare and present reports as required by the Board and/or Superintendent.
9. Attend board meetings and participate effectively as requested.
10. Exhibit skills in planning, organizing, and directing various activities.

11. Communicate effectively with staff, students, and the community.
12. Address issues and concerns as related to student services.
13. Relate to staff, students, and parents in ways that convey equality and mutual respect.
14. Assess and respond to needs related to job responsibilities.
15. Work cooperatively with others in developing and articulating a mission for the school/district program.
16. Demonstrate openness and willingness to listen to parents and community members.
17. Implement the policies established by federal law, state board of education rule, and the local board policy in the area(s) supervised.
18. Demonstrate cooperativeness and flexibility in working with various components of the school community.
19. All other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____