



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Director of Student Services
Department / Location:	Teaching and Learning / District Office
Reports to:	Superintendent
Employees Supervised:	District Office and and Building Student Services Personnel
Classification:	12-month
Status:	Exempt
Created / Revised:	March 2026
Board Approved:	April 20, 2026

Position Summary

Under the direction of the Superintendent, the Director of Student Services is responsible for directing the planning, development, organization, management, and implementation of all aspects of Student Services programs of the District which include student health services, psychological services, social work services, counseling services, homebound services, special education services, Section 504, child welfare and attendance, mental health and other student services. The Director of Student Services ensures compliance with laws, codes, and regulations related to Student Services; evaluates assigned personnel; and performs related work as required. This position serves as the district's strategic leader for diversity, equity, and inclusion, providing leadership relative to the coordination and implementation of inclusive practice and district-wide systems change. This role is in collaboration with the Teaching and Learning Directors as a Teaching, Learning and Equity Department.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions (These will need to be renumbered/bulleted)

1. Provide strategic direction and leadership for all Student Services programs
2. Collaborate with administrators, staff, and families to implement and maintain special education and student services programs, ensuring services align with student needs and progress is monitored through academic and social emotional

indicators and stakeholder feedback.

3. Ensure the seamless delivery of support services for students through cooperative, collaborative, and timely efforts with building administrators, district administrators, staff, parents and external organizations and agencies.
4. Develop long and short range plans with measurable outcomes, programs, and an annual budget for the purpose of ensuring that District resources are effectively utilized, and improve student achievement for all students.
5. Develop, implement and monitor policies and procedures that promote equity, access and student well-being in compliance with federal and state regulations
6. Develop and implement approved programs and/or services to meet the needs of students, families, and schools.
7. Monitor and oversee all professional development activities provided by the Student Services Department.
8. Monitor projects, grants, and programs (e.g. Medicaid) to ensure that services comply with district, state and federal requirements.
9. Serve as a leader in the implementation of an inclusive and equitable continuum of services to support students' academic and social emotional needs Integrated Comprehensive Systems for Equity, specifically focused on the roles and responsibilities of resource teachers and specialists.
10. Direct the individualized education program (IEP) team evaluation process in a manner consistent with state and federal requirements.
11. Monitor and report on key performance indicators for student support services.
12. Serve as a liaison between the Student Services Department and the schools and external groups/agencies/courts.
13. Develop, coordinate, and monitor data relative to equitable practices, representation, and access with a focus on disproportionality and underserved populations.
14. Supervise and evaluate assigned staff.
15. Recruit and hire Student Services and Special Education staff in collaboration with building Principals.
16. Support the recruitment, retention, and development of a diverse workforce, specifically collaborating with HR on paraprofessional staff.
17. Serve as Compliance Officer complaint.
18. Provide systems-level coaching to district and building leadership on issues related to equity, diversity, inclusion, and restorative justice practices

Additional Job Functions

1. Prepare federal, state, and/or local reports as directed by the Superintendent.
2. Attend professional meetings, conferences, institutes, etc. to keep abreast of current trends and practices.
3. Attend Board of Education meetings.
4. Attend Principal meetings and Administrative Team meetings.
5. Facilitate the development of appropriate partnerships with businesses, social service agencies and other organizations whose purposes are consistent with the district's mission and participate in related activities when appropriate.
6. Facilitate meetings and processes for the purpose of implementing and maintaining programs and services.
7. Perform other related duties as directed by the Superintendent.

Knowledge, Skills and Abilities

1. Knowledge of assessment, data analysis, and accountability systems.
2. Knowledge of Wisconsin Educator Effectiveness, coaching models and teacher development.
3. Ability to establish and maintain effective relationships with staff and public.
4. Ability to effectively supervise the work of others.

5. Working knowledge of using technology to transform teaching and learning.
6. Expertise in Culturally Responsive, SEL, Mental Health and Restorative Justice Practices.

Working Conditions

1. Indoor office environment.
2. School environment.
3. Travel between buildings is required.

Physical Requirements

1. The person in this position needs to be able to move about inside school buildings to visit classrooms and attend meetings outside of their office.
2. The person in this position must be able to transport themselves to all school locations within the District.
3. The person in this position must be able to remain in a stationary position 50% of the time.
4. The person in this position must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
5. The person in this position must be able to converse with administrators and staff, and must be able to exchange accurate information with such individuals.
6. The person in this position must be able to observe teachers in their classrooms.

Education and Experience

1. Master's Degree in School Administration or closely related field required.
2. Five or more years of leadership or supervisory experience in education is preferred.

Licenses and Certifications

1. Valid Wisconsin Director of Special Education and Pupil Services license required.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.