Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Director of Student Services**

Qualifications:

Credentials: School Counselor Certification, Administration Certification (preferred)

Education: Master's degree – Guidance and Counseling

Training/Experience Required: Minimum of three years teaching experience. Prior school counseling is required.

Special Skills, Knowledge, Abilities:
Must be able to prepare grants and monitor federal monies related to Indian education and drug free programs; oversee counseling and testing services within district; maintain liaison with local law enforcement agencies and referral agencies; develop, evaluate, and monitor the district-wide guidance and counseling program.

The position requires basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms, instructions, and writing/printing legibly. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English.

Job Goal (Purpose of Position): Performs skilled/professional-level tasks under limited supervision to ensure that specialized services are delivered to all students in the Moore School. This position oversees the following programs: district guidance and counseling, school-wide testing, English Language Learners (ELL), Safe and Drug Free Schools. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the variety of challenges of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact by telephone or in person with the public to determine actual information needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons, and advising them on alternative courses of action. Incumbent must maintain confidentiality of necessary information.

Performance Expectations: The incumbent/employee will need to: (A) be customer focused to resolve problems effectively; (B) manage human resources and diversity while promoting: productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances; (C) manage resources with fiscal responsibility while maintaining proper accountability of records; (D) manage information and communications with staff and public effectively; (E) conduct short and long range planning to set and/or attain district goals and

objectives; (F) demonstrate leadership by being a good role model to reinforce productive, customer-focused behavior and use creativity, innovation, and initiative to identify solutions to problems; (G) be a team player with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals; (H) contribute to the quality of district programs including extra-curricular programs, and be involved in personal growth and development.

Essential Job Functions (Performance Responsibilities):

1. Provides leadership and coordination of programs assigned. Evaluates program needs and makes appropriate recommendations. Maintains awareness of local, state, and/or federal regulations regarding programs, and assumes responsibility for their implementation.

2. Serves as a consultant/counselor to administrators and staff. Promotes and provides professional development for personnel in assigned areas.

3. Devises and maintains records and report as necessary.

4. Writes grant proposals for title programs (Mental Health and Drug Free Programs, etc.).

5. Conducts monitoring visits and audits for the above programs. Works with State and Federal agencies to comply with grant requests.

6. Maintains up-to-date Elementary and Secondary Guidance Program manuals.

7. Develops aligned curriculum guides for the ELL Programs. Recommend varied instructional materials for use in classrooms.

8. Oversees the district test coordinator/ELL coordinator and assumes responsibilities defined by the Oklahoma School Testing Program (OSTP).

9. Monitors the Student Services Department Staff's attendance (including counselors) of professional meetings and conferences, and reports progress in any areas of need to the superintendent or his/her designee.

10. Interprets test results, statistical data, and district goals as they relate to programs, administrators, staff and patrons.

11. Prepares necessary inventories, budget requests/controls and similar documents.

12. Oversees the implementation and evaluation of multi-tiered systems of support to address the mental, emotional, and behavioral health of students.

13. Assists with public relations in area of responsibility.

14. Acts in a liaison capacity with D.H.S., law enforcement agencies, and referral agencies.

15. Performs other duties as assigned.

Supervision exercised: Supervises programs and indirectly supervises staff.

Reports To: Superintendent or Designee

Physical/Mental Requirements and Working Conditions:
Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to get around the various sites.

Terms of Employment: 250 Days

Salary: To be established by the Board

Evaluation: Performance of this job will be evaluated in accordance with Board policy.

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