

BEAUFORT COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CHIEF STUDENT SUPPORT SERVICES

GENERAL STATEMENT OF JOB

Serves as the Federal Programs Director for Beaufort County Schools. Directly supervises the departments of Exceptional Children and Pre-Kindergarten as well as school social workers and homebound teachers and works with principals, school counselors, school nurses and exceptional children's staff regarding student discipline, student suspensions, homebound education and students and families in crisis. This individual supervises the K-12 alternative learning program for Beaufort County Schools. This individual is also the official Title IX Coordinator for Beaufort County Schools. Directs all aspects of student crisis intervention, including the "Say Something" program. Employee coordinates with outside community agencies that serve students and families with a variety of issues including student health and wellbeing, juvenile justice, homeless students, foster students, homebound students and students and families in need. Administrative responsibilities include student assignment administration; program policies and procedures development, interpretation, and reporting to local, state and federal agencies. Employee also is involved in student legal aspect assignments; conducting staff development on legal issues; and training other administrators. The employee is responsible to assist principals with the management of student discipline concerns, monitoring and analyzing discipline data. Employee works directly with principals to create a positive, academic focused, and safe learning environment. Employee supports school based administration in resolution of parent concerns regarding policy and procedures, and working with other central services staff to support the instructional mission and vision of each school. Employee will facilitate communication and collaboration among county departments as well as support the implementation of the strategic plan. Employee will support schools in their knowledge and implementation of strategies in adherence to the federal letter of guidance. Reports to the Assistant Superintendent.

ESSENTIAL JOB FUNCTIONS

Oversees all aspects of the student support functions and activities for the district, including supervision of the departments of Exceptional Children and Pre-Kindergarten, Federal Programs and school social workers.

Assumes leadership role as a member of the Superintendent's Leadership Team; assists with long-range strategic planning; assists with developing system-wide budget, plans, policies and activities.

Oversees student suspension appeals regarding the long-term suspension of students and student assignments appeal hearings; acts as facilitator for the school hearings and supervises the K-12 alternative learning program for the district.

Receives, reviews, and investigates parent grievances; schedules grievance meetings with parents and school personnel; reviews information and determines the appropriate action regarding grievances.

Assists other staff members in the planning, development, and implementation of Student Services initiatives. Serves as advisor to principals, cabinet members and the superintendent for Student Services.

Develops and implement standards, and policies and procedures related to Student Services programmatic areas. Provides oversight in the development of short and long range goals for the department and monitors the progress of various services within Student Services.

Supervises and conducts personnel administration duties for direct reports subordinates, including hiring, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.

Facilitates a variety of community partnerships including juvenile health, justice and academic achievement.

Work with principals to resolve school-based concerns and problems in striving for maximum student achievement.

Conducts routine on-site visits of schools; provides feedback, support and suggestions to principals, assistant principals, curriculum facilitators and teachers.

Supports the principals, assistant principals and curriculum facilitators to maintain and align K-12 instructional program that addresses state, local, and federal requirements to ensure academic achievement.

Participates and/or attends meetings with other regional directors and with outside agencies and advocacy groups.

Plan, develop and facilitate professional development opportunities for school based administration based on individual school and regional data.

Provides support to the daily work of school administration ensuring adherence to established policies, procedures and standards; advises and assists as necessary, resolving problems collaboratively as situations arise.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's Degree in education administration or a related area with a doctorate preferred, and 6 to 9 years of experience as a administrator; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Experience and knowledge in Special Education preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of policies and procedures as stated in Board and administrative policies and/or procedures including student manuals and handbooks in the school system.

Thorough knowledge of the laws, principles, policies and procedures related to civil rights and due process.

Knowledge of federal, state and local regulations regarding student services, exceptional children, federal programs and pre-kindergarten programs.

Considerable knowledge of the organization and communication channels of the school system.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of appropriate procedures for emergency situations in school.

Knowledge of the North Carolina Standard Course of Study.

Skill in assisting, developing and supporting staff.

Skill in collecting new ideas for student support services from outside sources.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before groups of people.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Thorough knowledge of the established school system hearing process, including procedures for appeals and grievances.

Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.
Considerable knowledge of the principles of supervision, organization and administration.

Skill in scheduling and coordinating large programs.

Skill as a facilitator.

Ability to develop, interpret, evaluate, clarify, and apply policies and procedures.

Ability to exercise initiative and independent judgment in applying standards to a variety of work situations.

Ability to maintain complete and accurate records and to develop meaningful reports from them.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.