



DIRECTOR OF STUDENT SERVICES Job Description

Job Title: Director of Student Services **Exempt Status:** Exempt
Reports to: Assistant Superintendent of Human Resources and Student Services
Dept./School: Student Services **Date Revised:** 02/2018
Calendar: 226 **Position**

Primary Purpose:

Oversee the District's efforts regarding student: attendance, discipline management, transfer process, community outreach, and social/emotional health and wellbeing.

Qualifications:

Education/Certification:

Bachelor's Degree

Master's Degree in Education, Social Work, or Educational Administration, preferred
Principal experience, highly preferred

Special Knowledge/Skills:

Knowledge of positive discipline support programs and applicable laws
Ability to interpret and disseminate information to individuals and groups
Ability to deliver effective training to a variety of audiences
Excellent communication and interpersonal skills
Ability to work with a large variety of stakeholders
Ability to maintain confidentiality

Experience:

Three years experience in an educational setting
Five years experience as an administrator

Major Responsibilities and Duties:

Student Discipline Management/Safety

1. Manage the District admissions, transfer, discipline, and residency process
2. Monitor and address student residency concerns
3. Coordinate the District-wide anti-bullying and character education programs
4. Continual growth and professional development to ensure District compliance with local, state, and federal requirements, i.e. Chapter 37, Restorative Practices, etc.
5. Update, train, and publish the Student Code of Conduct
6. Train, monitor, and support the implementation of District initiatives
7. Assist campus administrators/behavior coordinators with fair and consistent administration of discretionary DAEP placements



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8. Monitor discipline trends and work with PEIMS, campus behavior coordinators and campus discipline/attendance committees to develop diagnostic plans to specifically address identified needs at the campus level and trends district-wide
9. Work directly with campus principals and campus behavior coordinators to transition students into and out of the DAEP.
10. Conduct thorough, impartial investigations regarding areas of assignment
11. Work in conjunction with the Assistant Superintendent of Curriculum, Instruction, and Assessment and campus counselors to coordinate counselor efforts to streamline related programs
12. Develop and monitor programs and initiatives to address student needs in the areas of social/emotional development, attendance, discipline, and student safety on a micro and a macro scale
13. Other duties as assigned

Community Relations:

1. Develop and maintain programs that work to strengthen the home/school connection
2. Work with community agencies to support positive behavioral choices for students and positive consequences
3. Support parent/guardian referrals to outside agencies for assistance

Student Attendance Management:

1. Work directly with campus principals and attendance committees to recognize attendance trends and concerns in a timely manner
2. Ensure timely notification to parents/guardians regarding concerns with student attendance, i.e. 90% attendance rule
3. Work closely with campus administrators, parents, and officials regarding truancy laws

Supervisory Responsibilities:

Supervise and evaluate performance of the District Parent Liaison and any assigned clerical staff.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent districtwide travel; frequent prolonged and irregular hours; ability to maintain professionalism and composure under pressure.

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.

Reviewed by _____

Date _____



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Received by _____

Date _____