

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

DIRECTOR OF STUDENT SERVICES

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree in Educational Leadership or related field from an accredited educational institution.
- (2) Valid Florida certification in Administration and Supervision, Educational Leadership or School Principal.
- (3) Seven (7) years of successful experience in education to include three (3) years teaching and at least two (2) years in leadership roles in public education.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of innovative practices and current trends in student services. Knowledge of issues related to curriculum and instructional techniques. Knowledge of rules, regulations, statutes, policies and procedures regarding student services. Knowledge of computerized student database systems (FTE reports, suspension information and student records). Ability to provide consultation and advice to teachers, parents, and district staff on policies and procedures, rules, regulations and laws. Ability to organize and direct meetings related to all levels in the district and schools; to provide conflict resolutions pertaining to critical issues at pre-expulsion meetings and educational planning conferences. Ability to communicate, plan and disseminate precise student services strategies and related information.

REPORTS TO:

Assistant Superintendent for Instructional Services

JOB GOAL

To promote success of all students and colleagues by facilitating and implementing programs and support systems which are conducive to student learning and staff professional growth.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Direct, plan, implement and evaluate all student service programs.
- * (2) Develop, implement, evaluate and modify a prekindergarten through grade twelve (12) system of curriculum, instruction and assessment.
- * (3) Supervise the development and implementation of district performance standards and state standards.
- * (4) Assist in the acquisition of appropriate teaching materials, textbooks and equipment.
- * (5) Assist school personnel in the use of assessment data to improve instruction.

- *(6) Participate in school and district accountability programs.
- *(7) Assist in the development of educational specifications for facilities and equipment.
- *(8) Assist in the development of administrative guidelines and policies for student services.
- *(9) Assist in the planning, development, implementation, evaluation and reporting of student services grants and projects.
- *(10) Monitor and evaluate the advocacy of students' rights
- *(11) Provide leadership to schools for identifying and working with district and service agency personnel to meet students' needs.
- *(12) Use technology effectively.
- *(13) Recruit and assist in interviewing all student services staff.

Inter/Intra-Agency Communication and Delivery

- *(14) Collaborate and provide leadership as well as technical assistance for administrators and other personnel in all areas of student services.
- *(15) Keep Superintendent and Assistant Superintendent informed of issues, concerns and mandates and provide guidance and information to the School Board.
- *(16) Coordinate program planning involving appropriate district and school level personnel, parents, agencies and community representatives.
- *(17) Assist guidance counselors and other designated school personnel in screening, evaluating, staffing and placement procedures of all students.
- *(18) Serve as liaison with the community, advisory and parent groups.
- *(19) Respond to inquiries and concerns in a timely manner.
- *(20) Serve on district, state or community councils or committees as assigned or appropriate.
- *(21) Provide oversight and direction for cooperative planning with other agencies.
- *(22) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- *(23) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

- *(24) Conduct student services research on pertinent issues and inform district and school personnel of information.
- *(25) Keep informed of legal requirements governing student services and stay current on other issues such as Family Educational Rights and Privacy Act (FERPA).
- *(26) Maintain a network of peer contacts through professional organizations.
- *(27) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- *(28) Provide leadership in the development, implementation and evaluation of staff development activities for student services.
- *(29) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and legal issues.

Systemic Functions

- *(30) Recommend policies and procedures for student services.
- *(31) Develop district plan for student services.
- *(32) Schedule and prepare required contracts, projects and reports for School Board approval.
- *(33) Review FTE information on all student services programs.
- *(34) Represent the district in a positive and professional manner.
- *(35) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.

- *(36) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- *(37) Develop annual goals and objectives consistent with and in support of district goals and priorities.

Leadership and Strategic Orientation

- *(38) Provide leadership in establishing new programs and developing improved understanding in existing programs.
- *(39) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- *(40) Assist in implementing the district's goals and strategic commitment.
- *(41) Exercise proactive leadership in promoting the vision and mission of the district.
- *(42) Set high standards and expectations and promote professional growth for self and others.
- *(43) Utilize appropriate strategies and problem-solving tools to make decisions regarding, planning, utilization of funds, delivery of services and evaluation of services provided.
- *(44) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(45) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board Approved: October 12, 2010