

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

DIRECTOR – STUDENT SUPPORT SERVICES

JOB DESCRIPTION

JOB CODE:	610050	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	05
CONTRACT CODE:	04	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Master's degree from an approved accredited educational institution in Social Work, School Counseling, School Psychology, Health Education, or related field.
- (2) Minimum of five (5) years in school/district administration, including successful experience in school counseling, health services, student behavior supports, and/or other related student support programs.
- (3) Certification in Educational Leadership or related field, preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida School laws, State Board of Education rules, and District policies related to student support services. Knowledge of research, current trends, and best practices related to student support services. Knowledge and understanding of child development and the unique needs and characteristics of students served. Knowledge of school and community resources available for students and parent/guardians. Ability to assist students, parents, and school personnel in the resolution of problems in student learning, behavior, and mental health. Ability to exercise sound judgment in handling problem situations with competence in human and interpersonal relations skills. Demonstrated competence in the techniques to analyze the needs and potential of individuals served. Ability to communicate effectively both orally and in writing with staff, parents, students, and community agencies. Ability to design and deliver informative and effective presentations to students, parents, and employees. Skill in administration and supervision of program, staff, budgeting, and facilities. Ability to maintain a positive working relationship with District staff, school personnel and community.

REPORTS TO:

Chief - Equity, Inclusion, and Community Engagement

JOB GOAL

To provide effective leadership in the planning, development and implementation of a comprehensive student support services program for students and families dealing with a wide range of social, emotional, behavioral, health issues impacting student's achievement.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Develop, plan, implement and monitor student services to provide appropriate support services for all students.

DIRECTOR – STUDENT SUPPORT SERVICES (Continued)

- * (2) Plan and implement in-service training for administrators, student services personnel, and support staff.
- * (3) Assist in the administration and maintenance of student records, policies and procedures.
- * (4) Represent student services at any state, local or school board advisory meetings in the assigned area.
- * (5) Respond to parent requests or concerns.
- * (6) Investigate complaints related to school counseling services, health, discipline, or student support services.
- * (7) Provide assistance to principals and school-based student service teams as it relates to the assigned area.
- * (8) Provide leadership in curriculum development and integration of student wellness and student support services into the total school program.
- * (9) Work with assistant principals, deans, behavioral resource teachers, and other support staff to provide support services to identified students.
- * (10) Develop, administer, and monitor procedures for student discipline and activities related to student discipline which include working with school-based administrators, district-based administrators, and other support staff.
- * (11) Assist in the investigation of cases of student misbehavior and recommend disposition, as appropriate.
- * (12) Coordinate the implementation of the District's psychological services.
- * (13) Monitor the effectiveness of school-based student services programs as it relates to the area of student wellness and support services.
- * (14) Work with community agencies and officials on health and guidance issues.
- * (15) Assist in the administration of crisis management and 504 compliance, and related policies and procedures.
- * (16) Provide oversight and direction for cooperative planning with other agencies.
- * (17) Assist in the development of the Code of Student Conduct.
- * (18) Work closely with district and school staffs to support school improvement initiatives and processes.
- * (19) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- * (20) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (21) Assist in development of Board policies and administrative guidelines.
- * (22) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- * (23) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (24) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (25) Be knowledgeable of and adhere to Board policies.
- * (26) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- * (27) Interact with parents, outside agencies, business and community organizations to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (28) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (29) Monitor district compliance with applicable codes, rules and statutes.

DIRECTOR – STUDENT SUPPORT SERVICES (Continued)

- *(30) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- *(31) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- *(32) Assist in the preparation and administration of the District and divisional budget.
- *(33) Attend meetings and conferences to promote professional growth and benefit the District.
- *(34) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(35) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- *(36) Develop appropriate Board agenda items pertaining to areas of responsibility.
- *(37) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- *(38) Respond to inquiries and concerns in a timely manner.
- *(39) Model and maintain high ethical standards.
- *(40) Plan, implement and evaluate staff development activities of assigned personnel.
- *(41) Adhere to applicable safety standards.
- *(42) Follow attendance, punctuality and proper dress rules.
- *(43) Maintain confidentiality regarding school/workplace matters.
- *(44) Serve on district, state or community councils or committees as assigned or appropriate.
- (45) Perform other duties as assigned.

**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.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

Job Description Addendum No. 11

Adopted: 12/6/22