

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SUPERVISOR OF PUPIL SUPPORT SERVICES, ALTERNATIVE PROGRAMS, DROPOUT PREVENTION AND DISCIPLINE

SALARY SCHEDULE: ADMINISTRATIVE - D

COST CENTER: PUPIL SUPPORT SERVICES (9051)

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Minimum of three (3) years' experience in school-based and/or central office educational leadership.
- (3) Certification in Educational Leadership.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends and research regarding student dropout prevention programs, alternative programs and student discipline programs. Ability to communicate effectively across a wide spectrum of people.

REPORTS TO:

Executive Director, Pupil Support Services

JOB GOAL

To provide administrative oversight and leadership for student alternative, dropout prevention, discipline programs.

SUPERVISES:

Clerical Staff as assigned
Program Specialist
Supervises Alternative Programs

PERFORMANCE RESPONSIBILITIES:

- * (1) Monitor and analyze student performance data for identified student populations that demonstrate an achievement gap.
- * (2) Identify educational strategies and programs that are "best practice" in meeting the needs of at-risk students.
- * (3) Oversee district alternative programs for at-risk students requiring intensive remediation and/or behavior management.
- * (4) Collect data to monitor effectiveness of district alternative programs.
- * (5) Provide technical assistance to school site-based personnel with the implementation of alternative dropout prevention and academic intervention programs.
- * (6) Provide school site-based personnel with the requirements (laws /regulations) pertaining alternative dropout prevention and academic intervention programs.
- * (7) Coordinate the negotiation of contracts for providing services to at-risk students in an alternative program.

School Board Approved – June 2, 2015 – Revised – June 12, 2017 – Revised February 22, 2018

SUPERVISOR OF PUPIL SUPPORT SERVICES AND ATHLETICS (Continued)

- * (8) Supervise activities related to the district response to principal recommendation of student expulsion.
- * (9) Establish and maintain effective channels of communication with all stakeholders.
- * (10) Serve as District contact person for Dropout Prevention and Academic Intervention programs.
- * (11) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (12) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (13) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

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 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.

Job Description Supplement No. 11

*Essential Performance Responsibilities