

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### DIRECTOR OF STUDENT SERVICES

**SALARY SCHEDULE: ADMINISTRATIVE - C**

**COST CENTER: PUPIL SUPPORT SERVICES (9051)**

**QUALIFICATIONS:**

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

**KNOWLEDGE, SKILLS AND ABILITIES:**

Broad knowledge of federal, state and local laws, rules, and regulations governing ESE programs. Knowledge of curriculum scheduling and programming for ESE. Knowledge of Individual Education Plan (IEP) production and follow through. Knowledge and implementation of curriculum base intervention programs. Positive communication skills. Listening skills. Mediation skills. Flexibility. Conferencing skills. Ability to communicate effectively across a wide spectrum of people. Ability to prioritize functions and manage time and stress effectively. Ability to analyze data and skills to format data into effective programs.

**REPORTS TO:**

The Appropriate Executive Director

#### JOB GOAL

To provide administrative oversight and leadership for the development, implementation, monitoring, and evaluation of all district Student Services Programs.

**SUPERVISES:**

|                     |                  |
|---------------------|------------------|
| Psychologists       | Social Workers   |
| Program Specialists | Classified Staff |

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Direct and supervise a comprehensive district Student Services Program, custody, intervention and prevention.
- \* (2) Direct and supervise the screening, interviewing, and hiring of Student Services staff and participate on interview committees as appropriate.
- \* (3) Provide direction for inservice and training necessary for the provision of district-wide Student Services Programs.
- \* (4) Coordinates district-wide training on Section 504 compliance requirements and supports implementation.
- \* (5) Provide direct supervision and evaluation of selected staff.
- \* (6) Provide direction for the District Bullying Policy process of implementation.
- \* (7) Assist the Executive Director of Pupil Support Services with additional administrative functions such as district plans, policies, special projects, and committees, as appropriate.
- \* (8) Provide direction and coordination for the district MTSS Process.
- \* (9) Serve as the liaison between Student Services programs and various community agency programs.
- \* (10) Promote parent and community collaboration of effective services delivered to students.
- \* (11) Assist with the implementation of the District instructional management system.
- \* (12) Establish and maintain effective channels of communication with all stakeholders.

**DIRECTOR OF STUDENT SERVICES (continued)**

- \*(13) Interact with parents, outside agencies, business and community to enhance understanding of district initiatives and priorities and to elicit support and assistance.
- \*(14) Respond to inquiries or concerns in a timely manner.
- \*(15) Keep supervisor informed of potential problems or unusual events.
- \*(16) Work closely with District and school staffs to support school improvement initiatives and processes.
- \*(17) Disseminate information and current research to appropriate personnel.
- \*(18) Keep well informed about current trends and best practices in areas of responsibility.
- \*(19) Facilitate the development, implementation and evaluation of all staff development activities in assigned areas.
- \*(20) Promote and support professional growth for self and others.
- \*(21) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \*(22) Maintain a network of peer contacts through professional organizations.
- \*(23) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \*(24) Sustained focus and attention to detail for extended periods of time
- \*(25) 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.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

**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