

**SCHOOL DISTRICT OF SARASOTA COUNTY**  
**JOB DESCRIPTION**

**EXECUTIVE DIRECTOR, STUDENT SERVICES**

**SALARY SCHEDULE: ADMINISTRATIVE – A**

**COST CENTER: STUDENT SERVICES (9071)**

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited college or university with certification in Administration/Supervision, Educational Leadership, School Principal, or an equivalent administrators' certification as defined by the Florida Department of Education
- (2) Certification in Exceptional Student Education, Guidance, School Psychology or Social Work.
- (3) Minimum of five (5) years successful experience as an Exceptional Student Education teacher, school counselor, school psychologist or social worker.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of current trends and research in exceptional student education and student services. Knowledge of issues related to curriculum and instructional techniques that support Multi-tiered System of Supports including positive behavior intervention support. Knowledge of rules, regulations, statutes, policies, special programs and procedures affecting individuals with disabilities, section 504 and additional services for ALL students on a federal, state or local level. Ability to provide consultation and advice to teachers, parents, principals and District staff on student services policies, procedures, rules, regulations and laws. Knowledge of services and regulations of community agencies, including Mental and Behavioral Health Services, Child and Family Services, Early Childhood Education and the Health Department. Ability to interpret technical issues related to student services. Ability to communicate effectively both orally and in writing.

**REPORTS TO:**

Assistant Superintendent of Academics

**JOB GOAL**

To provide development, oversight and direction for the student services department. Administer student services policies in a manner consistent with state and federal laws and in accordance with School Board policies enabling students to reach their full potential in a safe and healthy environment. These responsibilities include goal setting, planning, organizing, coordinating, decision making, communicating and evaluating.

**SUPERVISES**

Assigned Personnel in Cost Center-9071

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Direct and supervise a comprehensive District-wide Student Services Program.
- \*(2) Provide direction for the system-wide screening, interviewing, employment, and evaluation of Student Services Programs and staff.
- \*(3) Assist in developing and/or revising goals, policies, procedures, regulations and processes related to Student Support Services.
- \*(4) Ensure compliance with School Board, District and state policies and guidelines in assigned areas of responsibility.
- \*(5) Serve as cost center head and direct all functions of School Student Support Services.
- \*(6) Oversee truancy prevention, counseling services, health services, school psychology and social work, mental and behavioral health
- \*(7) Develop and collaborate with appropriate staff in the development of the department budget.

## **EXECUTIVE DIRECTOR, STUDENT SERVICES (continued)**

- \* (8) Approve expenditures as appropriate.
- \* (9) Work cooperatively with appropriate community and state agencies.
- \* (10) Serve as liaison between the District and a variety of community-based programs.
- \* (11) Serve as the District contact and liaison between district staff, school-based staff, and district legal counsel in dealing with legal issues involving Student Services Programs.
- \* (12) Assist in assuring that necessary instructional programs and school support services are integrated and articulated District-wide.
- \* (13) Provide direction for appropriate in-service training for all Student Support Services staff.
- \* (14) Keep up-to-date and well informed of trends, best practices, legislative changes and legal issues in assigned areas of responsibility.
- \* (15) Keep the Superintendent informed, through the proper channels, of activities, potential problems and unusual events.
- \* (16) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- \* (17) Provide technical assistance to school-level personnel in matters pertaining to assigned areas.
- \* (18) Prepare and administer all Federal entitlement and/or discretionary grants and projects relative to Student Services Programs.
- \* (19) Supervise assigned personnel, conduct performance appraisals and make recommendations for appropriate employment action.
- \* (20) Work cooperatively with district finance and budget staff and principals to assure appropriate staffing and resource allocation for Student Services Programs.
- \* (21) Assist in coordinating the work of Student Support Services with other District programs as needed.
- \* (22) Make and share decisions in a timely manner.
- \* (23) Establish high expectations for self and others.
- \* (24) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- \* (25) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \* (26) Facilitate problem-solving by groups or individuals.
- \* (27) Exhibit support for the District's vision, mission, goals and priorities.
- (28) Perform other incidental tasks as directed by the Superintendent or Assistant Superintendent consistent with the goals and objectives of this position.
- \* (29) 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