

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### CHIEF, STUDENT SERVICES

**SALARY SCHEDULE: ADMINISTRATIVE – CHIEF**

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

**QUALIFICATIONS:**

- (1) Master’s Degree from an accredited educational institution.
- (2) Certification in Educational Leadership, School Principal, Administration/Supervision, or an equivalent certification as defined by the Florida Department of Education.
- (3) Minimum of five (5) years of related professional, supervisory experience.
- (4) Demonstrated exceptional organizational and communication skills.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of national, state and District educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concepts for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development and management of instructional programs. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to supervise personnel. Ability to organize, plans and present information to various audiences. Ability to understand the Course Code Directory and Florida Statutes related to curriculum and instruction requirements. Extensive understanding of the Pupil Progression Plan. Ability to balance several job functions at one time and work under a heavy work load. Good interpersonal and communication skills. Ability to represent the District at various state and regional functions. Possess skills in mediation and conflict resolution. Possess knowledge of extracurricular and athletic activities. Ability to communicate effectively, both orally and in writing.

**REPORTS TO:**

Deputy Superintendent, Chief Academic Officer

#### JOB GOAL

Directly responsible for the organization, operation, and coordination of all offices and facets of the Student Support division, including the Exceptional Student Education, Alternative Academic Intervention Services, Student Services, Climate, and Behavior Services. Establish a clear and compelling direction for the Student Support division that leads to increased academic achievement and the provision of needed support and services for all students in alignment with the district’s vision, mission, and strategic plan. Provide leadership for identifying and implementing best practices relating to student services.

**SUPERVISES:**

Director, Exceptional Student Education  
 Director of Preschool  
 Executive Director, Student Services  
 Director, Academic Intervention  
 Supervisor FDLRS

**School Board Approved – January 16, 2024**

## **CHIEF, STUDENT SERVICES (Continued)**

### **PERFORMANCE RESPONSIBILITIES:**

- \* (1) Directs and leads the planning and development of Exceptional Student Educational Services, Student Services, Alternative Academic Services, and the Behavior Response team.
- \* (2) Supervises, develops, supports, and evaluates the leadership team, focusing on staff effectiveness and student achievement.
- \* (3) Provide direct support, guidance, monitoring, and accountability for implementing district and school-based initiatives for assigned schools.
- \* (4) Coordinates student services programs, including Florida Diagnostic and Learning Resources System (FDLRS), Exceptional Student Education, Psychological Services, School Health Services, School Social Work Services, School Guidance Services, alternative services/dropout prevention, student discipline, student attendance, and crisis response.
- \* (5) Guides the division's focus on prevention and intervention approaches in schools to promote a safe, welcoming, affirming, and academically rigorous learning environment for all students. This includes addressing students' academic and behavioral needs through Positive Behavioral Interventions and Supports, behavior assessments, and intervention team planning.
- \* (6) Assists the Superintendent and Deputy Superintendent in developing a comprehensive annual budget that exemplifies school board and division strategic goals; manages and monitors expenditures to ensure compliance.
- \* (7) Collaborates with principals, principal supervisors, and other district departments to provide support for a variety of school settings.
- \* (8) Collaborates with district curriculum supervisors to establish and implement instructional and curriculum design for exceptional students.
- \* (9) Collaborates with ESE to assist schools in identifying effective research-based strategies to improve student performance and accelerate achievement toward their IEP goals.
- \* (10) Collaborates and provides thought partnership to district and school leaders on evidence-based strategies that enable positive school climate and culture, classroom management, and behavioral intervention process as part of a multi-tiered system of supports.
- \* (11) Oversees and assists in preparing departmental FTE projections, staffing model recommendations, and establishing budget priorities.
- \* (12) Leads the development, implementation, and monitoring of IDEA and other assigned grant projects.
- \* (13) Plans, develops, and implements school support services for students transitioning into schools from juvenile justice, residential placement, or other prolonged absences and connects school leaders to key resources necessary to support high-risk students.
- \* (14) Works cooperatively with community groups, school-based administrators, and district office personnel to develop, strengthen, and implement programs supporting the student and school experience.
- \* (15) Develops reports and analysis for the Superintendent and Deputy Superintendent regarding the status and performance of assigned projects aligned to strategic plan goals.
- \* (16) Serves as a member of the Superintendent's Executive Leadership Team.
- (17) Perform other related duties as assigned.
- \* (18) 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.

**CHIEF, STUDENT SERVICES (Continued)**

**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