



## DeSoto ISD Job Description

**Job Title:** Executive Director, Student Support Services

**Reports to:** Superintendent

**Contract Days:** 226

**Pay Grade:** Administrative/Professional 07

**Wage/Hour Status:** Exempt

**Funding Source:** Local

**Revision Date:** November 2024

### OUR VISION

*To inspire curiosity and consciousness, develop character, build courage, and nurture compassion*

### OUR MISSION

*To ensure students, without exception, learn and grow at their highest levels*

### OUR VALUES

#### Every Student

We hold an unwavering belief that every student can achieve success and our students' best interests drive our decisions, actions and behaviors.

#### Unconditional Belonging

Together, we are responsible for cultivating a community where everyone feels they belong and are respected, cared for and safe.

#### Courageous Learning

We seek growth, challenge and innovation and embrace risk-taking as a necessary part of every person's learning journey.

#### Relentless Equity

Each person has access to the resources and opportunities that meet their individual needs in a way that allows them to leverage their greatest strengths.

#### Collective Excellence

We foster integrity, accountability and hold high expectations of ourselves as we support each other and collaborate towards our vision.

#### Community Greatness

We are grounded in our connection, pride and partnerships with our communities. Through our collective strength, we support people to do and be their best.

### Primary Purpose:

DeSoto I.S.D is seeking an organized, empathetic, and visionary leader who will plan, organize, manage and coordinate student support services activities to ensure programs meet the needs of students and comply with all state, federal, and local requirements.

You will provide management to counseling/guidance, health services, discipline management, attendance and school/community/parent liaison functions, and alternative education. You will develop and recommend changes to policies and procedures to appropriate administrative regulations.

### Qualifications:

#### Education/Certification:

Master's Degree from a recognized, accredited college or university  
Administrative certification preferred  
Valid driver's license and clean driving record.

#### Special Knowledge/Skills:

Strong organization, communications, public speaking and interpersonal skills  
Thorough knowledge of student services  
Track record of pursuing equity within their leadership  
Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook) and Google Suite.

### Experience:

Deep familiarity with student support services strongly preferred (especially issues of principal/teacher development and retention.)

Experience and knowledge with prevention programming that includes truancy prevention, health services, and social-emotional programs, trauma-informed schooling, positive behavior support, and/or behavior modification strongly preferred.

## **Main responsibilities and Duties:**

### **Student Support Services**

- Ensure that the alternative education center functions as a viable part of the total instructional program and provides intervention support in order to prevent future disciplinary actions
- Assess school district/community/parent climate and create programming and strategies in response to this
- Communicate and support expectations that are consistent with the district objectives
- Deal sensitively and fairly with persons from diverse cultural backgrounds
- Anticipate, manage, and resolve conflict effectively as the administrative officer for student hearings, parent complaints and related legal matter
- Participate in the development of guidelines for student conduct and communicate these to students, staff, and parents
- Ensure that the standards developed for the student discipline management system and expected student behaviors are maintained within the resources of the district in the area of administrative services, (i.e. management plan, alternative school student hearings)
- Support campus needs in the areas of student crisis, social-emotional learning, mental health, and behavior management
- Solicit local, state, federal and philanthropic funds via grant writing activities in order to strengthen the district-wide student support initiatives
- Work with external agencies such as DCJJAEP, county officials, and other local agencies involved in student discipline

### **Child Nutrition**

- Supervise food purchasing, preparation, service and storage at campuses. Check compliance in all areas.
- Monitor, consult, and evaluate with Food Service Management Company
- Perform on-site reviews as required by the Texas Education Agency.
- Assist with interviewing/hiring of staff at beginning of school year.
- Review daily reports from each cashier and research questionable transactions. Make adjustments as needed.

- Perform monthly USDA commodities perpetual inventory with the special programs clerk; maintain records.
- Contact repair companies as needed.
- Assist with processing meal applications at the beginning of each school year, as needed.
- Assist with job descriptions and work schedules for child nutrition managers and campus staff.
- Assist with receipt and product testing as needed.
- Attend TSFSA state conference and local TEA workshops each year.
- Perform other duties as assigned.

### **Fine Arts**

- Implement procedures to support and aid with facilitation of the district's fine arts program.
- Analyze student performance data.
- Develop and conduct or arrange for staff development sessions, including sessions on delivery of instruction and enriched learning in classroom settings.
- Conduct a continuing evaluation of the Fine Arts Program and implement changes based on the findings.
- Suggest resources and materials to support staff in accomplishing program goals.
- Collaborate with administrators, counselors, teachers, and other relevant individuals regarding fine arts initiatives.
- Cooperatively develop long and short-range objectives and goals for the area of fine arts instruction.
- Assist with the selection and purchase of supplemental equipment and supplies for the program.

### **Personnel, Administrative, and Financial Management**

- Develop training options and/or improvement plans to ensure the best operations of the Student Support Services, Child Nutrition, and Fine Arts
- Manage through others to serve as liaison to parent/community advisory groups, Council of PTA, community liaison groups, booster clubs and more
- Manage through others to oversee structured district wide mentoring activities

- Assists with recruitment, selection, orientation, and assignment of district employees in all relevant areas.
- Demonstrates skill in coaching and developing staff, providing technical assistances to others concerning all relevant areas
- Implements all policies established by federal law, state law, State Board of Education rule, and the local Board policy in the area(s) supervised with fidelity and 100% compliance
- Offers constructive suggestions to ensure that policies and regulations support the attainment of the district's vision
- Manages and oversees all board of trustee presentations and communication regarding operations of all relevant areas
- Demonstrates responsible fiscal control over assigned program budgets
- Other duties as assigned

**Supervisory Responsibilities:**

- Coordinator, Student Support Services
- Coordinator, Restorative Practices & Positive Behavior
- Director of Health Services
- Parent and Family Engagement Specialist
- Campus Support Aide – Stronger Connections
- Child Nutrition Supervisor
- Child Nutrition Specialist
- Adm. Asst. Child Nutrition
- Adm. Asst. Student/Staff Support Services

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors :** Must maintain emotional control and exercise reasoning and problem solving skills while under stress. Must demonstrate ability to communicate effectively (verbal and written). Should be able to interpret procedures and analyze data for decision-making. Frequent in-district and occasional in-state or national travel. Occasional prolonged and irregular hours.

**Safety:** Contribute to the prevention of accidents and injuries by observing safety rules and District policy, practicing the principles and skills taught in safety training, wearing personal protective equipment as required, reporting injuries and incidences immediately to supervisor, and being proactive in the ongoing efforts to improve and maintain workplace safety.

*The information contained in this job description is for compliance with the Americans*

*with Disabilities Act (ADA) and foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DeSoto ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_