

West Orange-Cove CISD		
JOB TITLE:	Director of Student Services	REFERENCE CODE:
REPORTS TO:	Superintendent	PAY GRADE: ADM 03
DEPT./SCHOOL:	Administration	DAYS EMPLOYED: 226
FLSA:	Exempt	

CURRENT JOB DESCRIPTION

PRIMARY PURPOSE:

The role of the Director of Student Services is to provide the coordination and planning of the District Program for students in at-risk situations including the Discipline Management Plan, attendance guidelines, the District at Risk Officer, and parents. The Director will develop and coordinate the District's Emergency Crisis Plan and components of the District's Parent Involvement Program.

QUALIFICATIONS:

MINIMUM EDUCATION/CERTIFICATION

A Master's Degree from an accredited college or university
Mid-Management or Supervisor's Certificate (preferred)

SPECIAL KNOWLEDGE/SKILLS

Effective decision-making and organizational skills
Effective communication and interpersonal skills
Ability to organize and coordinate districtwide programs
Familiarity with the juvenile judicial system

MINIMUM EXPERIENCE

Administrative experience (preferred)

ESSENTIAL FUNCTIONS:

INSTRUCTIONAL MANAGEMENT/PROGRAM

1. coordinate and monitor the operation of the Resource Center
2. monitor the managerial processes to ensure that PRC program activities are related to program outcomes and use findings to take corrective action
3. develop and coordinate effective parental involvement programs
4. work to improve parent/school partnerships
5. regularly consult the campus-level committee about planning and operation of campus educational programs and parent COMPACTS. Include students and community representatives when appropriate
6. demonstrate skill in conflict resolution with administration, parents, teachers, staff and/or the community
7. assist parents and staff with their concerns where disputes occur at the campus level
8. be effective in scheduling activities and the use of resources needed to accomplish determined goals
9. coordinate the District's Discipline Management Plan and interpret data collected from the discipline monitoring reports
10. implement procedures to identify and monitor at-risk students at all grade levels districtwide, including review of student data
11. assist in the coordination and compliance with the Drug-Free Schools and Community Act
12. develop and coordinate a continuing evaluation of the at-risk program and implement changes based on the findings
13. monitor student attendance at all campuses and coordinate activities with the District At Risk Officer

Director of Student Services

14. provide leadership in conducting student expulsion hearings in accordance with district policy and with state and federal laws
15. assist personnel at all levels in understanding students' special needs and ensure that the consequences for student conduct are uniformly and consistently applied
16. demonstrate openness and willingness to listen to parents and community members

SCHOOL/ ORGANIZATIONAL CLIMATE:

17. promote a positive image of the district in all communications
18. build bridges of support and good will between campus and central office staff

PERSONNEL MANAGEMENT:

ADMINISTRATION AND FISCAL/ FACILITIES MANAGEMENT:

19. supervise non-professional staff assigned
20. be responsible for control and management of local budget assigned to the Student Services Office
21. ensure that programs used are cost-effective and that at-risk funds are managed wisely
22. compile budget and cost estimates based on documented program needs
23. be effective in scheduling activities and the use of resources needed to accomplish determined goals

STUDENT MANAGEMENT:

24. ensure effective support services for identified students
25. provide leadership and coordination of the alternative educational program and placement of students

SCHOOL/ COMMUNITY RELATIONS:

26. use district procedures in communicating effectively with the media
27. be involved in community activities that encourage support and respect between the district and the community

PROFESSIONAL GROWTH AND DEVELOPMENT:

28. participate in professional organizations, disseminate ideas and information to other professionals, provide support, and leadership
29. perform duties in a professional, ethical, and responsible manner as defined in the T. E. A. Code of Ethics for educators

OTHER DUTIES:

30. perform other duties and functions as assigned by the Superintendent

SUPERVISORY RESPONSIBILITIES:

Resource Center staff
Secretary

This document describes the general purpose and responsibilities of this position and is not an exhaustive list of all responsibilities, duties and skills that may be required.

Signature _____

Date _____