

DeSoto ISD Job Description

Job Title: Executive Director, Student Support Services

Reports to: Deputy Superintendent **Contract Days:** 226

Pay Grade: Administrative/Professional 07

Wage/Hour Status: Exempt

Funding Source: Local

Revision Date: April 2021

OUR VISION

OUR MISSION

OUR VALUES

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

Personnel, Administrative, and Financial Management

- Develop training options and/or improvement plans to ensure the best operations of the Student Support Services
- Manage through others to serve as liaison to parent/community advisory groups, Council of PTA, community liaison groups, 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
- Director, Social-emotional Learning & Guidance
- Director, Student Services
- Director, ACE Afterschool Programs
- Administrator, DAEP/AFC

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 _____