

## Griffin-Spalding County School System

<b>Title: Director of Student Services</b>	<b>Category: Administration</b>
<b>Job Details: 230 days/Exempt/Full-Time</b>	<b>Reports To: Executive Director of Administrative Services</b>
<b>Updated: 02/08/2018 Reviewed: 02/08/2018</b>	<b>Salary Schedule: Administrative; Pay Grade: AS 46</b>

### **JOB SUMMARY**

This position provides leadership and management in administering, monitoring, coordinating and evaluation guidance/discipline services, health services and child welfare and attendance services to support student wellbeing and learning.

### **ESSENTIAL FUNCTIONS**

*(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)*

- Supervises assigned personnel
- Collaborates with internal and external stakeholders
- Compiles data from a wide variety of sources (e.g. Year End Reports, system compliance with Family Education Rights and Privacy Acts (FERPA) and Pupil Privacy Rights (PPRA), etc.)
- Reviews, updates, writes, recommends and interprets policies, regulations and procedures in compliance with federal and state regulations
- Works with administrators and social workers to enforce the Compulsory Attendance Laws
- Serves on the Attendance Task Force
- Works collaboratively with other departments to implement Centralized Registration processes
- Facilitates and/or represents GSCS on a number of committees (e.g. Zoning, Prevent Child Abuse Spalding, Attendance Task Force, etc.)
- Coordinates program components, support needs and materials for the purpose of delivering services which conform to established guidelines (e.g. Hospital Authority Grant, Student Attendance Protocol, transfer of student records, etc.)
- Develops and manages assigned budgets
- Facilitates meetings, workshops, seminars, etc. (e.g. Discipline Committee, DFACS Mandated Reporter Training, Stewards of Children Training etc.)
- Participates in a wide variety of meetings
- Oversees and serves as liaison for McKinney Vento Homeless, Migrant, and neglect and abuse reporting
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget
- Makes presentations and/or provides supporting materials as requested.
- Serves as the liaison between the system and the Office of Civil Rights (OCR)
- Coordinates and oversees the Complaint Process, Transfer Process, and Records Transfer Process
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental concerns/requests that may result in some negative impact and/or liability.
- Ensure the seamless delivery of student services for students through cooperative, collaborative, and timely efforts with school based administrators, personnel in central office departments, parents and external organizations/agencies
- Monitor and oversee all professional learning activities provided by and for Student Services
- Updates and maintains student handbook, Student Code of Conduct, and Discipline Matrix as well as assisting administrators with discipline codes and questions
- Assists with the Executive Director of Administrative Services with the coordination and implementation of the Crisis Team for emergency situations in schools and school system as well as assists will development and training of the District Emergency Operations Plan
- Stays abreast and knowledgeable of federal and state legislation

- Performs other duties as assigned
- Maintains prompt and regular attendance

### **SUPERVISES**

- Social Workers
- Nursing supervisor
- Student Services Secretary
- Enrollment/Residency Officer
- Central Registrars

### **MINIMUM QUALIFICATIONS**

- Master's Degree
- Must hold or have eligibility for teaching certification
- Five (5) years of successful teaching experience
- Three (3) years of experience as a building level administrator

### **PREFERRED QUALIFICATIONS**

- Leadership certification
- Three years of leadership experience in student services
- Experience writing policies
- Experience developing a discipline plan
- Experience with safety and emergency preparedness

### **COMPETENCIES NECESSARY TO DO THE JOB**

- Excellent leadership skills and organizational skills
- Excellent written and oral communication skills
- Ability to relate well to all members of the educational community
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

### **EVALUATION**

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of professional personnel.

*Griffin-Spalding  
County School System  
Grow Sustain Collaborate Succeed*