

Director of Student Services

Position Title: Director of Student Services
Immediate Supervisor: Director of Schools
Issued Date: 05/03/07

POSITION SUMMARY

To provide administrative leadership in the development, implementation, and support of the district's administrative and student services. To serve as a member of the district Administrative Team. To communicate relevant information about district student services on a local, state, and national level. To provide leadership and expertise in acquiring and implementing student services. To work with appropriate personnel to develop effective strategies for integrating student services with the teaching process. To work with appropriate personnel to develop and implement staff development and training for district personnel. To advise the director of schools in all matters related to educational and administrative student services.

EDUCATION AND EXPERIENCE

Valid Tennessee teacher license with administrative endorsement
Ten years successful teaching experience or combination of teaching and administrative experience
Masters Degree or above

QUALIFICATIONS

Demonstrate the ability to:

Work cooperatively with district administrators, principals, and teachers,
Maintain confidentiality of information associated with position,
Communicate effectively in oral, written, and electronic formats,
Type at acceptable speed and accuracy levels,
Manage operating budgets,
Use productivity software such as Microsoft Word, Excel, and PowerPoint effectively,
Possess computer skills necessary to effectively work with Star_Student and the State EIS programs,
Develop and implement effective strategies for student services integration at all levels,
Stay current in education trends and best practices as related to student services,
Develop and implement effective staff development activities as needed,
Supervise educational professionals, and support staff,
Work as a member of the Administrative Team,
Account for student services and equipment,
Reason and make good judgements,
Present information effectively in verbal and tabular format,
Perform the essential functions and requirements of the job, and
Meet satisfactory health standards.

ESSENTIAL FUNCTIONS

Be responsible for the Star_Student Management System and the Education Information System for the district;

Be responsible for compliance of attendance laws and procedures as determined by Federal, State, and Local rules, regulations and policies;

Direct the Homebound, Homeless, Migrant, Home School and 504 programs and services as determined by Federal, State, and Local rules, regulations and policies;

Serve on the Manchester City School's Board of Education Negotiations Team in matters relative to negotiations with the Local Education Association

Conduct substitute teacher interviews, orientation procedures, and necessary documentation and make recommendations to the Director of Schools for employment;

Assist with new teacher orientation and support personnel orientation as necessary;

Coordinate Title VI and Title IX OCR compliance and reports;

Serve as Career and Technical Education coordinator for the district;

Serve as Extended Contract program coordinator and;

Serve as "Safe Schools" grant program coordinator.

OTHER RESPONSIBILITIES

Performs other work duties or responsibilities as assigned by the Director of Schools.

PHYSICAL ABILITIES

This position requires lifting of objects not to exceed 25 pounds without assistance and the wearing of a safety support belt and frequent lifting and/or carrying objects that weigh 10 pounds or more. Other physical abilities that may be required are:

Lifting, carrying, pushing, and/or pulling.

Climbing and/or balancing.

Stooping, kneeling, crouching, and/or crawling.

Reaching, handling, and/or feeling.

Talking and/or hearing.

Seeing.