



JOB DESCRIPTION

Job Title	Director of Student Services
Department	Teaching & Learning or Student Services and Special Education
Reports To	Executive Director of Teaching & Learning or Executive Director of Student Services and Special Education
Classification	Administration
Location	District Office
Salary	On schedule
Length of Contract	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Director of Student Services, under the guidance of an Executive Director, ensures high quality instruction, equitable access and learning opportunities for all students. The Director of Student Services, in collaboration with District leaders and principals, is responsible for the implementation and development of the District Equitable Multi-level System of Supports framework across all schools and provides knowledge, guidance, and support to braid academic, social, and emotional, and behavioral systems at the universal, selective, and intensive levels to increase student achievement for all students. The responsibilities under this position include, student safety and well-being, attendance procedures, discipline procedures, school counselors, social workers, school nurses, alternative education, Alcohol, Tobacco, and Other Drugs (ATODA), mental health services, family services, and the English Language Learners Program. In addition, this position ensures compliance with all laws, policies, codes, and regulations related to Student Services. The Director of Student Services will evaluate assigned personnel as needed and perform other related work as required.

Essential Job Functions

- Provides leadership and vision to ensure compliance in matters relating to student discipline, alternative education, child welfare and attendance, guidance services, and school safety.
- Collaborates with district staff, families, and the community in developing and implementing services and/or programs.
- Plans, implements, and evaluates educational programming in order to ensure continuous program improvement for the benefit of all students.
- Incorporates policies and procedures in accordance with laws and regulations.
- Guides, directs, and participates in serious discipline processes, including student suspensions and expulsions.
- Ensures that all practices in the district are legal and ethical for each student/family so that each child has the opportunity to achieve at a high level and be prepared for post-secondary success.

- Manages fiscal resources from the General Fund and state/federal grants; prepares budgets and directs spending; and monitors maintenance for the purpose of fiscal efficiency in providing required services.
- Recruits, hires, and supervises pupil services staff.
- Supervises and evaluates pupil services staff.
- Develops and updates the Academic and Career Planning Guide.
- Oversees Title III and VI programming.
- Provides direction, coordination, and guidance to the district’s counseling services and outside contracted services, as needed.
- Organizes and conducts training opportunities for district staff.
- Coordinates the work of all school based mental health professionals in the district.

Ancillary Job Functions

- Prepares documentation and reports data to the Wisconsin Department of Public Instruction for the purpose of providing written support, conveying information, and complying with federal and state regulations.
- Collaborates on district Board policy for pupil services as required to ensure program consistency and compliance with state and federal regulations.
- Attends School Board meetings as directed.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Educational Administration, Special Education and Pupil Services, or related field.
- Minimum of five years in administration, coordination, building leadership, or other leadership role outside of the classroom.
- Minimum of three years of successful PK-12 educational experience.
- Wisconsin Administrative Certification: Director of Special Education and Pupil Services (#80).

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Previous District level administrative experience.
- Advanced graduate work beyond master’s degree.
- Experience with behavioral or social and emotional programs.
- Bilingual/bicultural skills.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of Wisconsin and federal education laws/regulations and district policies.
- Knowledge of current educational research, components of elementary/secondary programming, and best practices for instruction.
- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.

- Ability to ensure all staff receive effective supervision and evaluation.
- Ability to work independently with minimal supervision.
- Ability to maintain confidentiality in all tasks.
- Ability to learn and adapt quickly as situations change.
- Ability to accurately maintain records and meet deadlines with a high degree of accuracy.
- Ability to demonstrate creative problem solving and conflict resolution skills.
- Ability to effectively plan, organize and manage time.
- Ability to work effectively with individuals and groups.
- Ability to communicate effectively both orally and in writing, including speaking publicly to large groups.
- Ability to travel to multiple District and community sites in compliance with the District driving policy.
- Ability to assist with the implementation, oversight, and monitoring of the District's Equitable Multi-Level System of Support (EMLSS).
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and listen.
- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.