

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

03/16	<u>DIRECTOR, STUDENT SERVICES</u>	3.5.1
Effective Date	Job Title	Index

Primary Function:

Directs, plans, and administers the development and coordination of the District's Student Services, including special education, Section 504 of the Rehabilitation Act, compliance requirements, health services, guidance and counseling, and drug and alcohol prevention programs.

Supervised By:

Superintendent and/or appointed designee(s)

Essential Functions:

- E-1 Directs the operation and management of Student Service programs in compliance with federal and state laws, regulations, and District policy including all activities that directly affect students, staff and patrons of the programs by administrative planning, training, direction and philosophy.
- E-2 Evaluates all Student Services Coordinators through personal contacts and observations in order to maintain and/or improve the quality of teaching and management skills in keeping with District goals, objectives, and philosophy; coordinates findings with the personnel division.
- E-3 Recommends and administers the Student Service capital and operating budgets in order to meet the needs of students, staff and community most effectively.
- E-4 Establishes and maintains cooperative relationships with community agencies and organizations, and explores ways and means of using community and school resources to provide services to students.
- E-5 Surveys the District's needs for Student Services programs and prepares reports, proposals, and recommendations to obtain approval and/or external funding.
- E-6 Directs the evaluation of the effectiveness of Student Services programs and prepares reports on program results jointly with planning and assessment staff.
- E-7 Supervises preparation of outside funding grant applications for Student Services programs.
- E-8 Manages contracts with external agencies for Student Services.
- E-9 Serves as the liaison between the District, other districts, associations, and state, county, and regional government agencies regarding issues or special education, Section 504, compliance requirements, health services, and drug and alcohol programs.
- E-10 Establishes critical communication linkages with both internal and external audiences for Student Services.
- E-11 Directs the development of recommendations of District policies for services to students with special education, Section 504, compliance requirements and health services needs and drug and alcohol programs.
- E-12 Directs the monitoring and evaluation of legislative and legal issues that relate to Student Services issues.
- E-13 Operates through multiple District staffs and community groups to assist in staff selection and placement; to respond to professional and public need for

- information; to monitor the informal effectiveness of the educational program through personal contact; to plan for correction where necessary.
- E-14 Serves as liaison with District legal counsel regarding student service compliance issues.
 - E-15 Serves as liaison with District legal counsel regarding special education mediation and due process proceedings.
 - E-16 Assumes responsibility for District Crisis Team.
 - E-17 Keeps informed and provides information to the District on mandates and developments in the areas of student services.
 - E-18 Supervises the selection, hiring, and training of Student Services supervisory and department based staff. Evaluates staff performance.

Major Planning Requirements

- P-01 Prepares long-and short-range plans for Student Services and coordinates plans with school and District administrators.
- P-02 Provides guidance and leadership to coordinators and specialists in planning programs to meet a variety of special student needs, and reviews such plans to ensure conformance with state, federal, and local regulations.

Additional Functions

- A-01 Performs other duties as assigned.

Key Relationships:

- Superintendent: Reports to this position.
- Executive Cabinet: Coordinates with these positions.
- District Supervisors: Coordinates department services with appropriate District Supervisors.
- Special Education Coordinators, Nurse Coordinators, along with Special Education Program Assistants, Guidance and Counseling Program Assistant, Prevention and Intervention Specialist, and related staff: Supervises these positions.
- Governmental agencies, community groups, and organizations: Acts as liaison to communicate and coordinate activities with groups interfacing with the Student Services Department.
- Government regulatory agencies: Represents the District on Student Services.

Minimum Qualifications:

- Master's degree or equivalent training in educational and/or public administration.
- Three years of administrative experience in educational and/or public administration.
- Experience as a special education and/or health services administrator.
- Licensure: Oregon Basic Administrator.

Work Environment

Climate controlled office setting and exposure to moderate noise intensity levels. High level of contact with district personnel and the community, including occasional visits to schools.

Physical Requirements

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period and/or to frequently move from sitting position to standing, walking, stooping and kneeling. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Term of Employment:

12 months.

Salary Level:

Placement on the current Salem-Keizer Public Schools supervisor salary schedule.

Evaluation:

Performance of this position will be evaluated according to the District's process for the evaluation of supervisory personnel.

I am willing and able to perform the duties of this position as described in this job description:

Signature: _____

Date _____

Print Name: _____