

# ST. MARY'S COUNTY PUBLIC SCHOOLS SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

## DIRECTOR OF STUDENT SERVICES (Director II)

POSITION: Director of Student Services (Director II)

REPORTS TO: Deputy Superintendent of Schools

LOCATION: Department of Student Services

### NATURE OF WORK:

This is advanced professional and managerial position with responsibilities for planning, organizing, coordinating, and directing programs for school counselors, pupil personnel workers, school nurses, and school psychologists. The work includes supervision of professional and clerical support staff. The Director of Student Services interacts with school-based leaders, teachers, parents, and community agencies in order to coordinate efforts to support students with academics, career exploration, health care, and attendance. The work also includes the development and monitoring of a district-wide plan for a Multi-Tiered System of Support (MTSS) to propagate appropriate strategies for student behavior in each school; district-wide crisis planning; and budget management. The work is performed under the general direction of the Deputy Superintendent of Schools.

### ESSENTIAL FUNCTIONS:

- Develop and maintain a system for analyzing student discipline data;
- Develop and implement policies and procedures and operational guidelines which govern the student services programs;
- Maintain policies, regulations, and procedures related to Student Services programs, and, revise/edit when appropriate or necessitated by statutory and regulatory changes;
- Direct and provide leadership and assistance in planning and coordinating professional development activities based on student discipline data, student services programs/areas, and identified system needs (i.e. PBIS, MTSS);
- Develop, implement, and revise program budgets, managing and allocating resources to provide appropriate support to meet Student Services needs;
- Recommends staffing needs, changes in programs and policies affecting Student Services to the Deputy Superintendent of Schools;
- Collaborate with other system departments within the Division of Instruction to evaluate program effectiveness and recommend changes, as needed; and
- Collaborate with other system departments within the Division of Instruction to ensure the proper maintenance and usage of cumulative and confidential records.

### DUTIES AND RESPONSIBILITIES:

- Plan, organize, coordinate, and direct various programs to meet the needs of students;
- Work with outside agencies in assisting students and parents who have needs beyond the scope of services provided by the school division;
- Provide leadership and assistance in planning, coordinating, and/or conducting orientation programs for new student services personnel;
- Evaluate program effectiveness and recommend changes, as needed;
- Interpret to community groups an understanding of Student Services provided by St. Mary's County Public Schools;
- Attend various meetings and lead committees related to Student Services programs (i.e. Code of Conduct, Dress Code);

- Attend various meetings and serve on committees within the Division of Instruction (i.e. Transition, Registration); Participate on community boards, interagency committees and work groups to advocate for students and their families and provide school system perspective;
- Direct and provide for staff development/training for instructional and supervisory personnel relative to Student Services and other programs;
- Provide a differentiated staff development program that enhances the skills of new and veteran Student Services staff housed at Central Office and at individual schools;
- Communicate with the Superintendent and Board of Education for Student Service initiatives and needs;
- Conduct evaluations of administrative, certificated, and non-certificated employees and provide assistance, as necessary; and
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Possess a Master's degree in an appropriate educational area such as Counseling, Educational Administration, Curriculum and Instruction, etc.;
- Hold an Advanced Professional Certificate issued by the Maryland State Department of Education;
- Administrator II certification required, Superintendent endorsement preferred;
- Thorough knowledge of principles, practices, methods, and procedures pertaining to establishing and maintaining effective student services programs;
- Ability to establish and maintain effective working relationships with school officials, administrators, staff, other school district employees, community groups, and representatives of local, state, and federal agencies; and
- Ability to communicate effectively, both orally and in writing.
- Five years of recent leadership experience in the field of education which could include:
  - Observing and evaluating student services staff;
  - Managing legal mandates and regulations governing the provisions of Section 504 of the Rehabilitation Act and related services (such as PST Chair); and
  - Organizing and operating procedures including the long-term program planning, goal oriented improvement planning, and complex multi-year budget planning.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on SMASA salary schedule for eleven and twelve-month employees – Range H.

**BARGAINING UNIT ELIGIBILITY: SMASA**