

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

SUPERVISOR OF STUDENT SERVICES

POSITION: Supervisor of Student Services

REPORTS TO: Director of Student Services

LOCATION: Department of Student Services

NATURE OF WORK:

Under the general supervision of the director of student services, the supervisor of student services supervises pupil personnel and school psychological services, including both direct services to schools, as well as central office programs.

ESSENTIAL FUNCTIONS:

- Serve as the school system coordinator for pupil personnel and school psychological services;
- Coordinate Home/Hospital, Alternative Education, and Chronic Health Impaired teaching;
- Transport students (valid driver's license required);
- Serve as a hearing officer for requested hearings for extended suspensions and expulsions;
- Schedule and coordinate the services of pupil personnel workers and school psychologists;
- Observe and evaluate the pupil personnel workers and school psychologists;
- Service as a member of various student services teams;
- Serve as a resource person for relevant educational/legal information; and
- Provides pupil personnel services to assigned schools.

DUTIES AND RESPONSIBILITIES:

- Serve as the superintendent's designee/hearing officer for extended suspensions and expulsions, render decisions based on the Code of Conduct and law, and write reports;
- Participate in state, system, and school-based meetings;
- Develop and revise student services policies, regulations, procedures, programs, publications, and operations;
- Respond to school and parent/legal guardian requests regarding attendance, enrollment, discipline, and psychological services;
- Develop and conduct professional development sessions to enhance present programs and implement new programs;
- Provide evaluative feedback to pupil personnel workers and school psychologists throughout the course of the year;
- Develop school system reports;
- Transport students to and from school and their families as it relates to supporting the students' ability to be successful in school;
- Coordinate and monitor students who are receiving home instruction, home/hospital teaching, Chronic Health Impaired teaching, and Alternative Education Program;
- Coordinate and initiate intervention actions with students who have been identified as being excessively absent from school;
- Assist other educators in the identification of students with adjustment challenges and help in resolving the challenges;
- Serve as the primary contact among the home, community, service agencies, and juvenile/circuit court to best meet the needs of students;
- Update the department website in respect to pupil personnel and school psychological services;

- Monitor student records for accuracy and coordinates the preparation efforts for audits;
- Develop and interpret school policies, regulations, and procedures for the school system;
- Assume responsibility for management of related financial accounts;
- Collect and analyze all available information regarding students, such as cumulative records, confidential reports, and report findings in various student centered committee meetings;
- Assist parent(s)/legal guardian(s) and school staff in providing for the students' basic needs;
- Visit students' homes and consults with parent(s)/legal guardian(s);
- Assist students through individual and group processes to assume responsibility for their actions;
- Represent the school system at federal, state, and local community meetings;
- Serve as a crisis intervention specialist when responding to a school or community emergency;
- Prepare a verbal and written performance history for pre-expulsion and expulsion hearings;
- Assist in the preparation of juvenile justice reports;
- Develop and update the online trainings;
- Complete observations and evaluations of pupil personnel workers and school psychologists;
- Coordinate assigned student services programs; and
- Perform other duties as assigned.

QUALIFICATIONS:

- Master's degree from an accredited Institute of Higher Education (IHE);
- Certification as a Pupil Personnel Worker as required by the Maryland State Department of Education, preferred;
- Current endorsement as an Administrator I;
- Five years of experience in student services' related areas;
- Valid driver's license;
- Knowledge of student records;
- Knowledge of law in respect to student welfare, rights, and responsibilities;
- Knowledge of school system organization; and
- Ability to communicate effectively and to gain the confidence and cooperation of students, parent(s)/legal guardian(s), and school staff.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees - Range E.