

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

SUPERVISOR OF STUDENT SERVICES & SPECIAL PROGRAMS

POSITION: Supervisor of Student Services and Special Programs

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/Special Programs oversees alternative opportunities for students both during the school day and beyond what the regular school day offers. The Supervisor of Student Services and Special Programs plans and provides staff development and demonstrates professional leadership in all contacts with system personnel and the public.

ESSENTIAL FUNCTIONS:

- Coordinates Home/Hospital, Alternative Education, and Chronic Health Impaired teaching;
- Serves as the liaison to the Interim Alternative Education Program (IAEC);
- Serves as the liaison to the Virtual Academy;
- Explores funding opportunities, plans and writes grant proposals for student programs, including those focused on At-Risk and McKinney-Vento students;
- Completes observations, evaluations, and provide evaluative feedback of Student Services staff supporting special programs throughout the course of the year;
- Facilitates business and community partnerships to promote student-centered programs; and
- Serves as a member of various student services teams.

DUTIES AND RESPONSIBILITIES:

- Coordinates and monitors students who are receiving home instruction, home/hospital teaching, Chronic Health Impaired teaching, and Alternative Education Program;
- Initiates, monitors, and provides supervision for grant funded programs;
- Engages in program management, evaluation, completion of reports to funding agencies, public relations and fiscal management of each funded program;
- Works directly and collaboratively with Fiscal Services, school-based staff, departmental staff, community partners, and other departments as appropriate;
- Demonstrates professional leadership and collaboration in all contacts with system personnel and the public;
- Develops and revises student services policies, regulations, procedures, programs, publications, and operations;
- Develops and conducts professional development sessions to enhance present programs and implement new programs;
- Represents the school system at federal, state, and local community meetings;
- Maintains integrity and confidentiality; and
- Performs other duties as assigned.

QUALIFICATIONS:

Applicants must possess:

- A bachelor's degree (master's preferred);
- A valid certification issued by the Maryland State Department of Education including an Administrator I endorsement;

- Minimum of five years of school-based leadership experience;
- Minimum of five years of experience in student services related areas;
- Demonstrated ability to relate well to students, teachers, parents, and community members;
- Demonstrated exemplary organization, management, and technology skills;
- Ability to project a positive image to the public; and
- Demonstrated the ability to communicate effectively, both orally and in writing.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on SMASA salary schedule – Range C.