



2100.14: DIRECTOR OF STUDENT SERVICES

Reports to: Associate Superintendent for Human Resources

General Summary: Designs, develops, implements and evaluates those programs and services in the areas of student health care, response counseling services, social work services, and student safety; directs those student services related to student enrollment, placement, attendance, records, suspension and expulsion, and the development or modification of appropriate student service policies.

Essential Functions:

1. Designs, directs, and evaluates student health services. (10%)
2. Develops, coordinates, and supervises counseling and social work response services. (10%)
3. Develops, directs, and implements the District security programs protocols, and procedures. (10%)
4. Administers and supervises procedures for enrollment, transfer and placement of students within the school system, as per law, regulation, and board policy. (18%)
5. Administers and supervises the student attendance programs protocols, and procedures. (3%)
6. Directs the development and implementation of all procedures regarding the collection, maintenance and dissemination of student records. (6%)
7. Develops, directs, and implements procedures for student behavior management and discipline within the district. (17%)
8. Administers and supervises the District crisis team. (2%)
- 9.

- Prepares budget requests for all of the student service areas and monitors budgetary expenditures. (2%)**
- 10. Serves as a liaison with community organizations and agencies related to student services. (2%)**
 - 11. Recommends selection and assignment of student services staff. (2%)**
 - 12. Works with others in the identification and provision of those staff development activities deemed appropriate. (2%)**
 - 13. Evaluates student services staff in accordance with District staff evaluation procedures. (2%)**
 - 14. Assists with the development of board policies related to student services. (3%)**
 - 15. Develops, directs, and implements District drug prevention programs. (2%)**
 - 16. Attends all School Board and Cabinet meetings. (5%)**
 - 17. Performs any other duties as assigned by the Executive Director for Human Resources. (2%).**
 - 18. Evaluates administrators as assigned by the Superintendent. 2%**

Qualifications:

- 1. Education Level: A doctoral degree from an approved institution with a major in educational administration or the accepted equivalent is preferred. A six-year specialist degree in educational administration or the accepted equivalent is required.**
- 2. Certification or Licensure: Appropriate Nebraska Administrative Certificate.**
- 3. Experience desired: Four years of successful experience in administration with experience in student personnel services or guidance counseling; three years experience is required.**
- 4. Other requirements: Ability to supervise student services, sensitivity to needs of students and objectives of the school district - able to work with parents, administrators and teachers.**

Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing	X		
2. Walking		X	
3. Sitting		X	
4. Lifting <u>20</u> lb max.	X		
5. Carrying <u>25</u> feet	X		
6. Pushing / Pulling	X		
7. Climbing / Balancing	X		
8. Stooping / Kneeling / Crouching / Crawling	X		
9. Reaching / Handling	X		
10. Speaking / Hearing			X
11. Seeing / depth perception / color			X

Date of Adoption

July 21, 1981

Date of Revision

May 20, 1996

April 19, 2004

March 7, 2005

September 21, 2009

September 6, 2011

August 4, 2014

September 8, 2020