



2100.14: DIRECTOR OF STUDENT SERVICES

Reports to: Executive Director for Human Resources

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

Essential Functions:

1. Designs, directs, and evaluates those health services provided students. (10%)
2. Develops and coordinates and supervises response services counseling programs needed by the district. (10%)
3. Develops, directs, and implements the District security programs. (10%)
4. Administers and supervises procedures for enrollment, transfer and placement of students within the school system, as per law, regulation and/or board policy. (18%)
5. Administers and supervises the student attendance policy and program. (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 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. Maintains liaison with community organizations and agencies related to pupil 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 accord with district guidelines. (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:

	<u>Occasional</u> <u>1 - 32%</u>	<u>Frequent</u> <u>33 - 66%</u>	<u>Constant</u> <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

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and/or superintendent.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

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