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:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Constant</th>
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<tbody>
<tr>
<td>Standing</td>
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<td>x</td>
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<tr>
<td>Walking</td>
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<tr>
<td>Sitting</td>
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<tr>
<td>Lifting 20 lb max</td>
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<td>Carrying 25 feet</td>
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<tr>
<td>Pushing / Pulling</td>
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<tr>
<td>Climbing / Balancing</td>
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<td>x</td>
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<tr>
<td>Stooping / Kneeling / Crouching / Crawling</td>
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<td>x</td>
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<tr>
<td>Reaching / Handling</td>
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<td>x</td>
</tr>
<tr>
<td>Speaking / Hearing</td>
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<td>x</td>
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<tr>
<td>Seeing / depth perception / color</td>
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### 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**