



Job Title: Director – Student Services

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 6

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

APR 18 2023

DR. TIMOTHY A. SMITH, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide professional leadership for the student services department that results in a coordinated effort in providing services to students and families, resulting in a positive impact on students and their ability to be successful in school.

ESSENTIAL JOB FUNCTIONS

- Manages work and assigns participants in terms of project objectives and basic priorities.
- Interviews and places interns in appropriate school settings.
- Assists in the development of student services related policies for the District.
- Provides consultation for counselors at the school sites regarding ESE programs/laws and regulations.
- Participates as requested on ESE staffing teams at school site.
- Coordinates efforts of the departments to make a positive impact on student achievement.
- Provides leadership to implement the RtI/MTSS process.
- Serves as District 504 Plan coordinator and provides leadership and direction for school staff.
- Assists school staff with conducting threat assessment for identified students.
- Monitors and reviews ESSA Title IV, Part A and related activities for compliance to federal, state, and local guidelines.
- Supervises Health Services.
- Oversees Mental Health Services and established procedures, and coordinates use of mental health counselors as needed.
- Supervise Enrollment Services.
- Supervise the archival Student Records department and staff.
- Provides leadership to implement social-emotional learning programs.
- Supervises Positive Behavior Intervention and Supports program.
- Provides scholarship information to schools, especially information on Bright Future Scholarships and other state-sponsored grants.

- Conducts, in cooperation with site administrators, a needs assessment with counselors and school psychologists.
- Serves as School District representative on community task force as assigned.
- Visits civic organizations to solicit support for school guidance, scholarships, mentors, sponsorships, and social workers' projects.
- Serves on Student Attendance Zone Advisory Committee.
- Supervise the District's plan for the provision of "Opportunity Scholarships".
- Monitors career academy and magnet school selection process.
- Acts as a facilitator for Crisis/Grief team, responds to all grief and crisis situations within the District, and coordinates the Behavior Assistance Team, which provides services and support for students with behavioral concerns for all schools.
- Interacts with all agencies which enhance child development, student learning, legal, and other judicial functions and child safety.
- Works across departmental lines within the District organization to facilitate programs and projects which are in the best interests of students.
- Responsible for student mental health state reporting.
- Keeps supervisor informed of potential problems or unusual events.
- Disseminates information and current research to appropriate personnel.
- Utilizes needs assessments to provide appropriate workshops and seminars aimed at professional growth.
- Gathers and shares current information on counseling services, social work, or school psychology.
- Assists principals, when requested, in the evaluation of counselors and/or their guidance department.
- Assists with student transfers and home school requests.
- Attends seminars, conferences, and workshops which provide self-growth.
- Recommends appropriate in service selections which will enhance opportunities to help students.
- Develops annual goals and objectives consistent with and in support of District goals and priorities.
- Maintains a network of peer contacts through professional organizations.
- Reviews completed projects for quality and compliance with policies and procedures.
- Assures that programs are in compliance with federal, state, and local laws and policies.
- Develops and administers departmental budgets.
- Reviews and revises department manuals annually.
- Monitors school-to-work activities and resources used in the schools.
- Monitors student records procedures.
- Prepares and submits for approval, contracts for assigned services in support of students/parents in need.
- Selects and manages third party agencies as contracted.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Represents, consistently, the District in a positive and professional manner.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution.

- Possess a valid Florida teaching certificate in Guidance or Psychology and Educational Leadership.
- Minimum of five (5) years of experience in school guidance or school psychology.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display positive leadership and interpersonal skills.
- Requires the ability to communicate, both orally and in writing.
- Requires the ability to display knowledge of curriculum and testing programs.
- Requires the ability to display proficiency in analyzing and utilizing data.
- Requires the ability to display effective conferencing and group dynamic skills.
- Requires the ability to display knowledge of child growth and development.
- Requires the ability to display knowledge of federal, state, local laws, rules and policies governing all facets of the school program.
- Requires the ability to display understanding of Exceptional Student Education (ESE) processes.
- Requires the ability to display knowledge of counseling, school psychology, and social work procedures.
- Requires the ability to display knowledge of the Response to Intervention (RtI/MTSS) process and requirements for implementation.
- Requires the ability to oversee, plan, and implement major programs and services for the organization.
- Requires the ability to oversee work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization.
- Requires the ability to perform work that involves high level issues, processes, or organizational needs.
- Requires the ability to interact with senior managers, citizens, and elected officials on a regular basis.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, kneeling, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and the ability to be responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: April 18, 2023, effective July 1, 2023