

# Director of Student Services

## **Position Summary**

The Director of Student Services manages, implements, and maintains programs and student services in conformance with school objectives. Provides written support and serve as a resource to other school personnel. Maintain adequate staffing to ensure that objectives of programs and services are achieved within budget guidelines.

## **Essential Duties and Responsibilities**

The essential functions include, but are not limited to the following:

- Collaborate with administrators, teachers, and other stakeholders to implement and maintain student services and programs.
- Coordinate student programs and components, assess support needs and materials for delivering services which conform to established guidelines.
- Compile and evaluate data to analyze issues, ensuring compliance with organization policies, and monitoring program components.
- Respond to issues and concerns involving staff, students, and teachers. Resolve conflicts in policies and regulations. Address community concerns and parental requests.
- Prepare plans budgets, funding requests, reports, analyses, recommendations, procedures regarding student health, placement, retention and special education programs.
- Manage dropout prevention, suspensions, expulsions, and transfer systems and data.
- Manage and work with teachers and staff to identifying students who are not making adequate academic progress and design appropriate interventions.
- Plan and monitor school's crisis intervention system.
- Perform other duties as assigned.

## **Minimum Qualifications (Knowledge, Skills, and Abilities)**

- Master's degree preferred.
- Minimum five years in educational administration.
- Demonstrated experience in organizing, developing, and implementing services and programs in an educational setting.
- Ability to working with, communicating with, and teaching a wide range of people.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.