

Griffin-Spalding County School System

Title: Director of Student Services	Category: Administration
Job Details: 230 days/Exempt/Full-Time	Reports To: Executive Director of Student Support Services
Application Deadline: March 1, 2022	Salary Schedule: Administrative; Pay Grade: AS 46

JOB SUMMARY

This position provides leadership and management in administering, monitoring, coordinating and evaluation guidance/discipline services, health services and child welfare and attendance services to support student wellbeing and learning.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Provides leadership and direction for the Department of Student Services: which encompasses personnel within Central Registration and Enrollment, Student Services office staff, School Social Workers, and School Nursing Program
- Supervises assigned personnel within Central Registration and Enrollment, Student Services, Social Workers team, and School Nursing Program.
- Maintains oversight and provides direction for the district's efforts to support positive student attendance and procedures, student discipline procedures, stakeholder complaint and resolution procedures, and student transfer process
- Supports the district's efforts to address disproportionality within student discipline outcomes
- Serves to facilitate student disciplinary hearings as hearing officer and as member of student disciplinary tribunal panels
- Supervises and supports the Nursing Supervisor's efforts to implement and monitor the student dental program.
- Supervises and supports the school nursing program's efforts to provide for and adhere to overall health and safety policies, regulations, and measures throughout the district.
- Maintains, manages, and communicates with various stakeholder audiences about the district's enrollment, attendance, discipline and other associated student services metrics - and coordinates appropriate planning for and responses to such goals and results
- Supports school leaders and staff to understand, implement, and adhere to student services-related statutes, policies, regulations, procedures, processes, and programs
- Supervises and supports the Lead Social Workers efforts to lead an effective, accessible, student-centered, and outcomes-driven School Social Worker program.
- Leads effective, efficient, timely, and policy-adherent central registration, district enrollment, and record-keeping processes and procedures
- Through leadership of Department of Student Services- supports the district's overall efforts to advance student achievement and positive student outcomes
- Collaborates with internal and external stakeholders
- Compiles data from a wide variety of sources (e.g. Year End Reports, system compliance with Family Education Rights and Privacy Acts (FERPA) and Pupil Privacy Rights (PPRA), etc.)
- Reviews, updates, writes, recommends and interprets policies, regulations and procedures in compliance with federal and state regulations
- Works with administrators and social workers to enforce the Compulsory Attendance Laws
- Serves on the Attendance Task Force

- Works collaboratively with other departments to implement Centralized Registration processes
- Facilitates and/or represents GSCS on a number of committees (e.g. Zoning, Prevent Child Abuse Spalding, Transfer Committee, Attendance Task Force, etc.)
- Coordinates program components, support needs and materials for the purpose of delivering services which conform to established guidelines (e.g. Hospital Authority Grant, Student Attendance Protocol, transfer of student records, etc.)
- Develops and manages assigned departmental budgets
- Facilitates meetings, workshops, seminars, etc. (e.g. Discipline Committee, DFACS Mandated Reporter Training, Stewards of Children Training etc.)
- Participates in a wide variety of meetings
- Oversees and serves as liaison for McKinney Vento Homeless, Migrant, and neglect and abuse reporting
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget
- Makes presentations and/or provides supporting materials as requested.
- Serves as the liaison between the system and the Office of Civil Rights (OCR)
- Coordinates and oversees the Complaint Process, Transfer Process, and Records Transfer Process
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental concerns/requests that may result in some negative impact and/or liability.
- Ensures the seamless delivery of student services for students through cooperative, collaborative, and timely efforts with school-based administrators, personnel in central office departments, parents and external organizations/agencies
- Monitors and oversees all professional learning activities provided by and for Student Services
- Updates and maintains student handbook, Student Code of Conduct, and Discipline Matrix as well as assisting administrators with discipline codes and questions
- Assists with the Executive Director of Administrative Services with the coordination and implementation of the Crisis Team for emergency situations in schools and school system as well as assists with development and training of the District Emergency Operations Plan
- Stays abreast and knowledgeable of federal and state legislation
- Performs other duties as assigned
- Maintains prompt and regular attendance

SUPERVISES

- Social Workers
- Nursing supervisor
- Student Services Secretary
- Enrollment/Residency Officer
- Central Office Registrars

MINIMUM QUALIFICATIONS

- Master's Degree
- Must hold or have eligibility for teaching certification
- Five (5) years of successful teaching experience
- Three (3) years of experience as a building level administrator

PREFERRED QUALIFICATIONS

- Leadership certification
- Prior service as a building-level principal

Griffin-Spalding County School System does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

- Three years of leadership experience in student services
- Experience writing policies
- Experience developing and implementing comprehensive improvement planning at the school, department, and/or divisional levels
- Experience with safety and emergency preparedness

COMPETENCIES NECESSARY TO DO THE JOB

- Excellent leadership skills and organizational skills
- Excellent written and oral communication skills
- Ability to relate well to all members of the educational community
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

EVALUATION

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of professional personnel.