



Job Title: Director of Student Services

Exemption Status: Exempt

Reports To: Executive Director of Student Service

Date Revised: May 2022

Dept./School: Student Services

Pay Grade: 110

Primary Purpose:

Supervise and coordinate district-wide student behavior procedures, including implementing MTSS for behavior, discipline management and compliance, Student Relations and FNG Grievance Process, Student Code of Conduct, At-Risk, and Attendance. Work directly with teachers, principals, and administrative staff on student behavior concerns. Oversee operations for DAEP and JJAEP placements.

Qualifications:

Education/Certification:

- Master's degree in a related field
- Valid Texas teaching certificate
- Principal Certification

Experience:

- Minimum of five (5) years of teaching experience
- Minimum of three (3) years of campus administrative experience or central office experience

Special Knowledge/Skills:

- Knowledge of educational law, school board policies, social services, and school district operations
- Strong organizational, communication, and interpersonal skills
- Ability to read and interpret written policies
- Knowledge of the MTSS framework
- Ability to manage budget and personnel
- Ability to plan, organize, and evaluate programs, projects, and services, and implement changes in methods and techniques as needed
- Knowledge and experience necessary to provide guidance and oversight of the student discipline process
- Speak, read, and write Spanish\

Major Responsibilities and Duties:

Instructional and Program Management:

1. Coordinate the District's MTSS Implementation for behavior programs and serve as the Level II Hearing Officer in the absence of the Executive Director.
2. Assists the Executive Director of Student Services in promoting community understanding of the district's Equity.



3. Coordinate the implementation of the district-wide behavior management plan.
4. Collaborate with the Special Education Coordinator and 504 Coordinator on effective discipline strategies.
5. Keep abreast of changes that necessitate revisions to the discipline management plan and appropriate Board policies.
6. Take a leadership role in developing programs to support positive student behavior.

Administration:

7. Communicate and train campus staff to ensure compliance with state and local requirements regarding Ch. 37.
8. Monitor discipline trends and, with PEIMS, train campus administrators to ensure compliance with state and local requirements under Ch. 37.
9. Conduct on-site visits with Campus Principals and staff.
10. Project a positive image of the school district's programs.
11. Coordinate implementation of PBIS and Restorative Practices on campuses.
12. Oversee the implementation of MTSS for behavior.

Fiscal Management:

13. Assist the Executive Director of Student Services in developing the Student Services Budget.
14. Administer the campus professional development budget for student management, ensuring funds are used effectively.
15. Maintain budgets in coordination with the Special Education and Title I departments.

Policy, Reports, and Law:

16. Ensure compliance with all timelines and procedures set out in all Board policies concerning student/parent hearings/grievances.
17. Maintain accurate At-Risk and Discipline Management data in the student data system.
18. Assist with Title XI investigations that affect student discipline.
19. Comply with policies established by federal and state law, State Board of Education rules, and the local board policy.

School/Community Relations:

20. Articulate the District's mission and goals in discipline and attendance to the community, and solicit community support in realizing the mission.
21. Demonstrate awareness of District/community needs and initiate activities to meet those identified needs.
22. Demonstrate appropriate and practical techniques for community and parent involvement.
23. Demonstrate conflict resolution skills with administrators, parents, teachers, staff, and the community.
24. Provide two-way communication with principals, teachers, staff, parents, and the community.
25. Confer with parents, students, central administration, campus administrators, district staff, and community members.
26. Perform all other duties as assigned.

Supervisory Responsibilities:

Student Services staff



Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, including frequent keyboarding and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide travel; occasional statewide travel and out-of-state travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____