



## **Job Description**

**Position Title:** Director of Student Services

**Employee Group:** Administration

**Contract Length:** 261 days

**FLSA:** Exempt

**Supervisory Responsibilities:** School Social Workers

School Counselors

Translation and Interpretation Coordinator

Family Engagement Specialist

School Health Offices Staff

EL / Bilingual Teaching Staff

SEL Coordinators

School Psychologists

Special Education & Student Services Grant Specialist

**Reports to:** District Administrator

### **Qualifications:**

1. Master's Degree
2. Valid Wisconsin DPI Director of Special Education and Pupil Services license
3. Minimum of 5 years in a student services-related role
4. Demonstrates student services expertise and knowledge of best practices for the support of children and adults.
5. Experience in an administrative or leadership role related to student services, such as a lead counselor, special education coordinator, or building leadership.

### **Position Summary:**

The Director of Student Services shall have district-wide responsibility for development, direction, coordination and evaluation of all programs and services included in the student services department. Such programs and services include: health services, guidance and counseling, psychological services, social work services, homebound instruction, at-risk programming, translation/interpretation, and English learners. The Director strives to provide every student a seamlessly integrated learning program with high standards by ensuring coordination between staff members, programs, schools and

relevant community agencies. The Director of Student Services shall work closely with building principals in the supervision and evaluation of staff.

**Essential Functions:** *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

A. Leadership

The Director of Student Services will:

- Support the vision for the district that is articulated by the District Administrator.
- Work with the staff, Board and appropriate committees in the development of the district's student services and EL / Bilingual programming.
- Develops, implements, and evaluates education programs and student services offered in alliance with student services personnel, principals and teachers.
- Coordinate the district counseling, EL/Bilingual, and nurse team meetings, objectives and activities.
- Plan and coordinate with building staff and administration, the systematic development and implementation of the various student services programs.
- Motivate and encourage staff to explore new teaching methods, make curriculum revisions and updates, and develop new programs through staff development programs.
- Collaborate and coordinate services with the Director of Special Education.
- Ensure the involvement of staff in shared decision-making under administrative leadership.
- Develops, provides and leads professional development for student services staff addressing best practices for all children, state and federal laws and district policies and procedures
- Oversees district counseling, psychological, health, nursing, social work. SEL and EL programming and services
- Model principles of self-awareness, reflective practice, transparency, ethical and professional behavior.

B. Human Relations

The Director of Student Services will:

- Collaborate to promote clear expectations, well-defined channels of communication and relationships between administrators, students, parents/guardians, and staff.
- Respond to inquiries from a variety of stakeholders for identifying relevant issues and recommending or implementing action plans.
- Involve stakeholders in gathering and disseminating information related to school and district programs and policies.
- Develop and employ constructive problem-solving strategies with staff, supervisors and colleagues in the district.

- Contribute to the administrative team in a collaborative, cooperative and constructive manner to support the overall vision and goals of the district.
- Promote positive relationships with students, parents/guardians, staff and the community.
- Support communication and coordination on student services and EL / Bilingual matters between principals and the district administrator.

#### C. SEL and EL / Bilingual Curriculum and Instruction

The Director of Student Services will:

- Assists staff and administration in the development of new curricula according to defined academic standards, School Board policy, and in alignment with appropriate instructional practices and materials.
- Collects and disseminates student performance data in an easy to use format that impacts goal setting and classroom instruction.
- Collaborate with Student Services on Multilingual Learners and Human Growth and Development by level.
- Coordinates district SEL assessments.
- Coordinates the provision of homebound instructional services to students, including the review and revision of policies and procedures
- Coordinates social emotional learning and mental health efforts for the district.
- Coordinates English Learning programming to include family engagement and overseeing translation and interpretation processes.
- Oversees programming related to substance prevention and use, students experiencing homelessness, school-age parents, at-risk, and students in out-of-home placements.
- Researches, creates, writes, and manages grant-funded projects.
- Coordinates student school safety plans and crisis management planning.

#### D. Personnel

The Director of Student Services will:

- Supervise and evaluate assigned staff by implementing established district policies, procedures and protocols.
- Collaborates with building principals to ensure the selection and placement of qualified student services and EL / Bilingual staff.
- Develops, provides and leads professional development for student services staff addressing best practices for all children, state and federal laws and district policies and procedures.
- Coordinates the district's school psychologist staff with the Director of Student Services

#### E. Management

The Director of Student Services will:

- Plan and coordinate the operations of the student services office and associated resources.
- Develop and administer a yearly budget that will provide for necessary curriculum and professional development and evaluation including federal entitlement programs and grants, including Title III.
- Share input regarding curriculum, instruction, and staff development for the successful management of the district.

#### F. Professional and External Relations

The Director of Student Services will:

- Present effectively to and/or represent the district in a variety of settings for maintaining ongoing community support for education goals and the district.
- Participate in professional learning activities on a local, state and national level.
- Develop relationships with community agencies and activities to support the district's programs.
- Serves as liaison between the district and juvenile justice system for adjudicated youth.

#### G. Other Functions

The Director of Student Services will:

- Attend all board meetings and committee meetings related to student services and EL / Bilingual programming and as designated by the district administrator
- Follow district policies and promote a positive image of the District at all times.
- Properly handle confidential matters relating to students, staff and families.
- Perform other duties as assigned by the district administrator.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Knowledge, Skills, Abilities**

Excellent written and verbal communication in English; write reports and business correspondence.

Read and interpret documents such as spreadsheets, reporting forms, procedure manuals, and governmental regulations.

Ability to effectively and persuasively present information and respond to questions from diverse groups of administrators, staff, and community members.

Knowledge of best practices in student services and EL / Bilingual education.  
Knowledge of budgeting, resource allocation, and program development related to student services.

Ability to independently and cooperatively define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to maintain good and effective relationships with others. Good human relations skills.

Ability to integrate information and exercise considerable judgment to create solutions.

Ability to prioritize complex tasks and establish project timelines.

Ability to use job-related equipment using pertinent software applications.

Adapt to changing work priorities with interruptions.

### **Physical Demands**

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, and turning. Ability to sit and stand for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision.

### **Work Environment**

This job is performed indoors in an office setting and in public spaces. The noise level in the work environment is low. Frequently attends events / activities and meetings.

Travels often within the district, community, region, and state. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Decisions and actions occasionally must occur with minimal time for reflection.

Situations faced often involve complex interpersonal communications.

Adopted:

Revised:     July 2011  
              May 2021  
              December 2024