

Policy Subject	Location Code	Adoption Date
DUTIES OF DIRECTOR OF STUDENT SERVICES	302.31	1/11/82
	Rescinds/Amends	Adopted

REQUIREMENTS: Master's Degree
Valid teaching certificate in Administration and Supervision
At least five years successful teaching and/or administrative experience
Such alternative qualifications as the board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools.

JOB GOAL To direct activities contributing to maximum learning performance of students

SUPERVISES: Student services personnel not assigned specifically to a building, school nurse, and attendance officer.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the Board.

EVALUATION: Annually in accordance with provisions of Administrative Personnel

ESSENTIAL FUNCTIONS:

- Supervises and coordinates pupil personnel services which includes activities related to student health, safety, welfare, rights and responsibilities, reports to parents, extracurricular activities, guidance, enrollment, and homebond programs.
- Designs and administers studies to identify community, fiscal, staff, and other factors which can account for variations of quality within the school system and suggest ways to improve levels of student achievement.
- Coordinates and supervises a system for student records in order to provide a comprehensive, efficient, accurate, and current method of recording all matters pertinent to students.
- Serves as liaison officer with citizen's groups, PTA's, parent advisory groups, and assists in the coordination and direction of citizen/parent group activities.
- Prepares informative reports about student performance for professional and public use.
- Assists the Director of Instructional Services in the coordination of programs and services which provide for the needs of students.
- Supervises the Chapter 1 reading program through the reading teachers.
- Coordinates the district English as a Second Language (ESL) program through administrators and teachers.
- Serves as a resource person to the school staff and liaison to agencies and organizations child welfare, child abuse, student rights, child custody, needy children, delinquency, truancy, etc.

Directs the work of K-6 principals specifically, and other principals in general.

Counsels with administrators, teachers, students, and parents relative to suspensions and expulsions and student discipline,

Edits portions of the student handbooks and other operational manuals pertaining to rights and responsibilities of students, students' safety and security, child abuse, health, student services, etc.

Approves intraschool and interschool student transfers and makes recommendations for attendance area boundary changes.

Meets regularly with personnel responsible for delivering student services programs.

Responsible for the Director of Student Services' budget

Coordinates miscellaneous scheduling of activities and events during the school year such as visiting artists, puppet shows, kindergarten registrations, etc.

Represents the district in local, state, and national meetings and organizations related to student personnel

Prepares drafts of needed board policy and administrative rules and regulations for area of responsibility.

Performs other tasks as may be assigned.