

Job Title: Director of Student Services
Department: Student Services
Reports To: Assistant Superintendent Elementary Education
FLSA Status: Exempt
Salary Schedule: AA lane 05



SUMMARY

The Director of Student Services is responsible for directing comprehensive services that support the social, emotional, physical wellbeing, and safety of all Washington County School District students. In collaboration with other District departments, the Utah State Board of Education, and community agencies the Director aligns and integrates services to support school administrators in their efforts to implement services within a multi-tiered system of support.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Coordinates appropriate student services activities with schools, community, county and state agencies.

Oversees the school based nursing and district health services program.

Directs the evaluation for and implementation of students eligible for 504 accommodations and oversees the implementation of plans for eligible students.

Serves on the district safety committee.

Participates as the district representative on student retention and acceleration committees.

Implements the policies relative to students seeking to be home-schooled.

Supports schools in the management of student records, serves as a resource regarding FERPA requirements, and responds to legal requests for student records

Oversees and approves the enrollment and/or placement of:

- Determining district residency. .
- Homeless and unaccompanied student programs.
- Youth-in-custody students seeking enrollment in school.
- The enrollment of foreign (J-1) students.
- Submission of enrollment reports

Assists schools with the implementation of open enrollment reports

Oversees the design and implementation model for evidence-based social and emotional learning, restorative practices, and trauma sensitive practices to support school-based implementation and integration of school-based mental health services.

- Coordinates student responsive services within the District when crisis situations occur.
- Oversees Threat Assessment and TDT process responsible for supporting school administrators to ensure due process and interventions for students who violate safe school policies.
- Oversees District Behavior Support Team responsible for supporting school administrators requesting district resources
- Ensures that discipline and safety measures are equitably and consistently implemented.
- Serves as the District Title IX Coordinator to oversee and manage federal and State Title IX policy, including investigating formal complaints involving sexual harassment and sexual assault violations.
- Oversees the training and/or complaints which are under the purview of the Director of Student Services (i.e., TitleVI: Discrimination of any protected class, including bullying, non-sexual harassment, as well as other safe school violations, and Section 504 of the Rehabilitation Act).
- Designs and delivers effective professional learning to a variety of audiences on any of the topics listed above.
- Routinely gathers and analyzes data related to student-support services and programs in order to evaluate effectiveness and adjust implementation as needed.
- Performs all associated supervision responsibilities for department administrators, coordinators, and specialists including hiring, performance evaluation, assigning and monitoring employee's responsibilities, and on-going coaching.
- Manages department budgets.
- Prepares and submits District, State and Federal accountability reports as required.
- Consults with legal counsel and other entities to ensure that District policies comply with federal and state law.
- Submits reports relating to the duties as required by district, state, or federal agencies in a timely manner and manages associated budgets in a fiscally responsible manner.
- Formulates and updates policies and procedures relating to student services.
- Other duties as assigned by the Assistant Superintendent.

SUPERVISORY RESPONSIBILITIES

This position has direct supervisory responsibility over the positions assigned to the Student Services Department.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Knowledge of and ability to effectively use applicable technology including email, word processing, database, and spreadsheet programs to compile a variety of reports is essential.

Ability to understand and apply District, State, and Federal laws, rules and regulations.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Master's Degree with a minimum of four to six years in administrative or job related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have an active professional level Utah School Leadership License.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Executive Director, Human Resources			Date: 09/01/2008
Approved By: WCSD School Board of Education			Date: 09/09/2008
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Executive Director, Secondary Education	Date: 02/28/2023
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	