

DeKalb County School District

Position Specification

Title: **Director, Student Support Services**

DIVISION: Student Support and Intervention	GRADE: 132
DEPARTMENT: Student Support Services	WORK DAYS: 246
REPORTS TO: Deputy Superintendent, SS & I	FLSA STATUS: Exempt
RETIREMENT: Teachers Retirement System	APPROVED (HR): November 1, 2021

General Statement of Job

Under general direction, supervises and assists in the development of student support programs and procedures, provides guidance to school district administrators, coordinates various prevention programs and services to support students, parents and community by addressing cognitive, social, emotional, health, and safety of all students to maximize student achievement. Monitors the related day-to-day operations, regulations, and requirements of student support programs.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

<ul style="list-style-type: none">• Manages the coordination of intervention for students and the implementation of mental health/wraparound support efforts for the district
<ul style="list-style-type: none">• Provides technical assistance to administrators and teachers by participating in conferences, professional learning opportunities and parent meetings
<ul style="list-style-type: none">• Coordinates professional learning opportunities for Student Support personnel
<ul style="list-style-type: none">• Supervises Coordinators/Lead Personnel of Student Support Programs (school counseling, school social work, student health services, school psychology and after school extended day programs)
<ul style="list-style-type: none">• Prepares and monitors program budgets and daily operations of Student Support programs for compliance with established federal, state and school system regulations and procedures
<ul style="list-style-type: none">• Recommends new/revised guidelines to comply with federal and state guidelines and to enhance instruction and student success
<ul style="list-style-type: none">• Performs other duties as assigned

Education and/or Experience

Master's Degree in Education, School Counseling, School Social Work, Education Administration, closely related area is required.

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Minimum five (5) years of managerial/supervisory experience in school administration, student support (counseling, social work, and school psychology) or closely related experience is required.

Certificates, Licenses, Permits:

Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above required. If a level L-5, NL-5, PL-6 or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

Knowledge, Skills & Abilities

Knowledge of organizational and department planning and operational procedures; the organization of specific assigned area; budgeting and spending, labor issues and efficiencies, all relevant federal, state, and local laws and regulations attendant to public education; DCSS policies and procedures; manpower and facilities requirement forecasting; all relevant available public and private resources and services, including but not limited to human services; curriculum guidelines for the school system and state requirements, including but not limited to requirements for alternative education and English Language Learners programs; and pupil personnel services requirements

Skill in oral, written and interpersonal communication; coordinating and collaborating with federal, state, regional and local organizations and departments to establish and execute responsibilities; administration and management skills gained through increasingly responsible management positions; recruiting, training and motivating employees; analytical processing; leading change process in a large, complex, diverse organization; negotiation, diplomacy and public relations

Ability to direct and administer the programs and services of a non-profit educational and/or service organization; establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; maintain confidential information; use relevant computer applications; prioritize assignments; delegate; and manage multiple assignments simultaneously

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all sedentary criteria are met.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. One must have the ability to convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication; and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

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Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given procedure directions relative to works steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school district. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

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