



Job Title:
Executive Director of Student Support Services

JOB DESCRIPTION

Department: Student Affairs	Grade: CO Admin Scale
Length of Work Year: 239 Days	FLSA Status: Exempt
Evaluation: BLEI	Reports To: Asst. Supt. of Student Affairs

JOB SUMMARY

Coordinates, manages, and directs staff, programs, and activities related to issues involving the departments of Social Services, School Guidance and Counseling, High School Graduation Coaches, and Education Support Specialists.

DISTINGUISHING CHARACTERISTICS

This job has supervisory responsibilities.

ESSENTIAL JOB FUNCTIONS

- Supervises programs and personnel related to Psychological Services, Guidance and Counseling Services.
- Assists the Assistant Superintendent of Student Affairs with parental and community concerns as it relates to academics, school transition issues, parental concerns, residency issues, attendance, grade transfers, student promotion, and retention issues;
- Oversees the 504 process, which will include being the legal representative from the District.
- Reviews, interprets and assists in the revision of District policies.
- Reviews and interprets state school board policies to ensure compliance.
- Supports, leads, and/or assists with the Crisis Response Team for the District.
- Possesses a strong familiarity with national, state and local curriculum standards for professional school counselors as identified by the American School Counselors Association.
- Understands and supports the national, state and local roles, expectations and practices for School Social Workers, High School Graduation Coaches, and Education Support Specialists.
- Analyzes and implements State and Federal guidelines and legal requirements relating to students.
- Develops a regularly scheduled meeting calendar for school-based and central office personnel in the department of Student Support Services.
- Leads the annual review, revision and submission of the High School Planning Guide and Four-Year Plan.
- Interacts with school administrators regarding Student Support Services initiatives, advocacy and improvement.

- Serves as the community liaison for various community and stakeholder initiatives as assigned by the Assistant Superintendent of Student Affairs or by the Superintendent
- Develops budget recommendations and provides expenditure control on approved budgets for all programs for the Office of Student Support Services, Guidance and Counseling Services, Psychological Services, Attendance Coordinator and School Social Work.
- Compiles, maintains and files all reports and records legally required or requested by the Assistant Superintendent of Student Affairs.
- Interprets Federal and State guidelines and regulations and program objectives to the Superintendent, Board Members, other administrative staff and stakeholders.
- Assists with attendance initiatives.
- Assists with the coordination placement for homeschool students.
- Supervises the referral process as it relates to in-school review procedures and accuracy of referral.
- Assists with policies pertaining to student enrollment.
- Performs other duties and responsibilities as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Master's Degree or above in education, guidance and counseling, social work, school psychology, educational leadership or a closely related field is required. with a GaPSC L-5 or higher certificate in educational leadership. Minimum of five (5) years as a coordinator in counseling, psychology or social work. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of community agencies and social programs available for students
- Ability to work collaboratively with building leaders to implement and monitor student support programs
- Ability to work in a supportive, collaborative role with school district leaders, both at the central office and school level
- Ability to interface with other departments to coordinate services for achieving department goals
- Ability to keep current of all federal and state mandates for student support services to ensure compliance
- Strong management, supervisory, and problem-solving skills

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

- Possess relevant Level 5 GaPSC certification
- Must possess or be eligible for Tier 1 certification in Educational Leadership

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	

Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.	X	Standing – for sustained periods of time.	
Manual Dexterity – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	X	Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 - color, depth perception, field of vision.	X
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.		Walking - on foot to accomplish tasks, long distances, or site to site.	

TYPE OF WORK

Work performed is primarily:

- ☒ **Sedentary work:** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- ☐ **Light work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- ☐ **Medium work:** Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- ☐ **Heavy work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects
- ☐ **Very heavy work:** Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Bibb County Public Schools has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date