



Job Title:	Director of Student Services	Wage/Hour Status:	Exempt/226 Days
Reports To:	Area Superintendent of Student Support Services and Support	Pay Grade:	Professional Pay Grade 8
Dept. /School:	Administration	Date Revised:	9/16/2011

Primary Purpose:

Direct the Student Services Department by ensuring that the MISD Student Code of Conduct, Campus Discipline Plans and special programs assist students in developing their skills to full potential.

Qualifications:

Education/Certification:

Master's degree
Mid-Management Administration certificate or equivalent

Special Knowledge/Skills:

Ability to interpret policy, procedures and data
Strong communication, public relations and interpersonal skills
Thorough knowledge of hearing and appeals process
Ability to manage budget and personnel

Experience:

Minimum three years experience as a teacher
Three to five years campus administrative experience
Central office experience preferred

Major Responsibilities and Duties:

Program Management and Instructional Strategies:

1. Act as an officer of Level I or Level II appeals concerning student/parent complaints/grievances as assigned.
2. Coordinate implementation of the District's Student Code of Conduct and Campus Discipline Plan.
3. Oversee the District's summer school (elementary, intermediate, middle and high school) programs.
4. Support principals and assistant principals in managing discipline and attendance cases including dropout and truancy issues.
5. Supervise the Student Services facility, to include paraprofessionals.
6. Coordinate all aspects of Graduation for all District High Schools.
7. Coordinate Homebound programs for the District.
8. Coordinate and oversee the Virtual Campus program

Policy, Reports and Law:

9. Implement policies established by federal and state law, State Board of Education rules, and local Board policy in the areas of discipline and attendance.
10. Compile, maintain and present all reports, records and other documents required.
11. Ensure compliance with all time lines and procedures as set out in all Board policies concerning student/parent hearings/grievances.

School/Community Relations:

12. Articulate the District's mission and goals in the areas of discipline and attendance to the community and solicit community support in realizing the mission.
13. Demonstrate awareness of District/community needs and initiate activities to meet those identified needs.
14. Demonstrate the use of appropriate and effective techniques for community and parent involvement.
15. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff and community.
16. Provide for two-way communication with principals, teachers, staff, parents and community.

Supervisory Responsibilities:

Supervise and evaluate the performance of support staff in the Student Services department.
Supervise the AVID Coordinator and College Readiness program.
Supervise the PEIMS Coordinator.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Occasional prolonged and irregular hours. Frequent District-wide and occasional statewide travel.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.