



Job Description

Francis Howell School District

Director - Student Services

Purpose Statement

The job of Director - Student Services is done for the purpose/s of coordinating district student services programming; directing related policy and procedure development; researching and maintaining best practices, and directing program components.

This job reports to Chief Academic Officer

Essential Functions

- Analyzes student performance and discipline issues for the purpose of reporting on the success of the program in meeting District standards.
- Coordinates operations among schools for the purpose of ensuring district objectives are achieved and resources are effectively utilized.
- Determines student services and discipline needs for the purpose of developing appropriate level programs for district standards are maintained.
- Determines budgetary needs for student services related processes and professional development for the purpose of identifying funds for needed resources and training.
- Directs student services operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates and participates in committees and teams for the purpose of developing district student services policy and procedures.
- Monitors new and existing programs for the purpose of supporting best practice student services.
- Researches a variety of current and new data for the purpose of implementing district student standards, and/or identifying recommendations.
- Supports a variety of different directors and other administrators for the purpose of providing assistance with their functions and responsibilities.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to utilize theoretical mathematical concepts; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; curriculum adoption process; program planning and development; concepts of grammar and punctuation; principles of best

social work practices; and adult learning styles and the change process.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; directing other persons within a department, large work unit, and/or across several small work units; supervising the use of funds. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education (Minimum): Masters degree in job-related area.

Required Testing

None Specified

Certificates and Licenses

Teaching Credential

Continuing Educ. / Training

None Specified

Clearances

None Specified

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date

Empowering students to be lifelong learners prepared for the future.