

SSS: Director for Student Support Services

<u>Reports to:</u>	Deputy Superintendent
<u>Supervises:</u>	Assistant Director for Student Support Services Chief of Police School Nurse Manager Athletic Directors
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Appropriate Central Office Administrator Salary Schedule
<u>FLSA Exempt/Non-Exempt:</u>	Exempt

- Qualifications:**
- **North Carolina related license**
 - **School-based Student Service experience**
 - **North Carolina licensure in Curriculum Instruction supervision or administration**
 - **Master's degree in education-related field**
 - **Three years of successful principal experience preferred**

Essential Job Functions:

- **Manages student discipline cases involving violations of School Board policies on student conduct, drugs in school, dangerous weapons, and recommendations for long term suspension or expulsion**
- **Develops and manages an effective program to support a safe and supportive environment for students' mental health**
- **Serves as school district's Discipline Hearing Officer and as the Superintendent's designee, hears appeals of short-term suspensions, imposes long-term suspensions or presents recommendations to the School Board for expulsion**
- **Serves as a Compliance Officer in cases referred to the Superintendent involving sexual and/or racial harassment of students by students**
- **Ensures that the annual report on Discipline, Crime and Violence is submitted in accordance with the state requirements**
- **Oversees Positive Behavior Intervention and Support (PBIS)**
- **Manages applications and other responsibilities associated with exemptions from compulsory education, including home schooled students and school drop-outs**
- **Manages the student transfer process**
- **Provides oversight for all safety and security requirements**
- **Provides oversight of athletics**

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- Serves as liaison with the School Health Advisory Committee and other community-based groups designed to address student risk behavior prevention and/or interdiction
- Provides oversight of nursing program, including collaboration with Assistant Superintendent for Budget and Finance for Medicaid reimbursements
- Manages all applications and other responsibilities associated with homebound education
- Oversees services for homeless students, migratory students, immigrant students, neglected/delinquent children and youth, and refugee children and youth in conjunction with the Director for Federal Programs, Equity Compliance and School Improvement, as appropriate
- Develops and submits budget proposals and provides budget management of all financial requirements associated with student services
- Submits proposals related to, and conducts management of state and federal grants associated with all areas of student services youth in conjunction with the Director for Federal Programs, Equity Compliance and School Improvement, as appropriate
- Assumes responsibility for all Student Support Services-related revisions and updates of School Board policies, the district strategic plan, etc.
- Develops, implements and assesses staff development associated with student support services
- Provides oversight of administration of surveys to students (Youth Risk Behavior Surveys, SRO Surveys, etc.)
- Provides oversight of design, implementation, monitoring and assessment of all programs associated with the promotion of parent involvement and volunteerism, including school-based PACS, PTOs/PTAs
- Attends meetings of county-wide parent, student and military advisory committees to the Superintendent, and serves as Superintendent's liaison with PTOs/PTAs, booster clubs and other parent groups
- Responds to parent and community concerns with regard to students
- Ensures school district compliance with all regulations associated with management of student records
- Performs other duties and responsibilities as assigned by supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools. Work in this classification is considered **light physical work** requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- compare, interpret, analyze and generate data and apply basic principles of statistics
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquires of complaints
- use tact and courtesy when working and dealing with the community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- deal with abstract and concrete variables
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record and explain information, communication, and procedures
- perform basic math functions to understand and interpret data, to balance budgets
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations