



Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

Director of Student Services

FLSA Status:
Exempt, Administrative

Qualifications:
Missouri Advanced
Administrative Certificate

Certification and Licenses:
Missouri Principal Certification

Clearances:
Criminal Justice
Fingerprint/Background
Clearance

Salary Schedule:
TBD

Experience:
Minimum of three (3) years of successful teaching experience preferred
Successful administrative experience
Excellent communication skills
Desire to continue career improvement by enhancing skills and job performance

Reports to

Executive Director of Pupil Services

Terms of Employment

260 days, with benefits according to Board policy

Purpose Statement

The Director of Student Services position requires the organization and administration of developing and maintaining programs designed to create a safe and caring environment for students and community life. The Director ensures that educational services are provided according to local policy, state regulations and federal regulations.

Essential Job Functions

- Assists Executive Director of Pupil Services as needed.
- Implements bullying prevention efforts and provides appropriate training.
- Supervises staff who work with children in the Student Services Program.
- Participates in the recruitment and employment activities of all Student Services staff.
- Supervises and implements the K-12 Guidance program, including program evaluation.
- Manages the day to day discipline for ISS coordination between Middle and High school.
- Establishes and maintains effective working relationships with staff, parents and stakeholders.
- Assumes responsibility for compiling, maintaining, and filing all reports and other documents legally required or administratively useful, including administration of the District 504 program.
- Works collaboratively with central office administrators to insure fiscal accountability, staff to student

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ratios, and quality of programs offered.

- Oversees and implements the proof of residency process for the District.
- Provides for the evaluation of the effectiveness of Student Services programs and personnel.
- Serves as Disciplinary Hearing Officer for elementary and middle school, working with buildings to create discipline guidelines, proactive measures and reporting.
- Creates Parent and Student Handbooks in compliance with state and local regulations and policies.
- Creates and strengthens the volunteer program.
- Supervises the alignment, coordination and delivery of assigned programs and/or curricular areas.
- Maintains effective discipline and fosters a safe learning environment.
- Provides information to and from the Division of Social Services on students reported for negligence or abuse to building level administration and counselors/social workers.
- Maintains records, comply with requirements, and apply for any dollars available for summer school funding.
- Oversees program, maintains records, reconciles budgets, and provide support for summer school.
- Monitors academic programs and provides objective evidence of quality for summer school.
- Consistent and regular attendance is an essential function of the position.
- Ability to work to implement the vision and missions of the district.

Other Job Functions

- Represents district at professional meetings and conferences related to the Student Services Department.
- Cooperates with, assists and supports other administrators in the analysis and solution of their administrative problems when appropriate.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress and appropriate professional manner for the work setting.
- Demonstrates effective human relations and communication skills.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- All other duties as required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet change job conditions. Specific skill based competencies required to satisfactory perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar/punctuation/spelling/vocabulary; and telephone etiquette.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communication with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

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Physical Demands

An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings and sit for an hour or more at a time. An individual who holds this position must have the ability to speak and hear in an environment where numerous conversation and activities may be taking place simultaneously.

Conditions and Environment

The work environment is consistent with a typical office environment; however the individual who holds this position will occasionally be required to be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.