

## POSITION ANNOUNCEMENTS

The Alexander City Board of Education is accepting applications for the following position:

JOB TITLE:	<b>Director, Student Services</b>
LOCATION:	Phoenix Academy
QUALIFICATIONS:	<ol style="list-style-type: none"><li>1. Valid Alabama certification in Administration and Supervision.</li><li>2. Minimum of three years of recent successful school administrative experience.</li></ol>
SALARY SCHEDULE:	A salary range of \$62,073-\$96,514, based on degree and experience
JOB DESCRIPTION:	See Attached
TERMS OF EMPLOYMENT:	240 days
APPLY TO:	Applications must be submitted through TEACH IN ALABAMA at the below link:
	<a href="https://ats1.searchsoft.net/ats/app_login.shtml?COMPANY_ID=00008500">https://ats1.searchsoft.net/ats/app_login.shtml?COMPANY_ID=00008500</a>
POSTED:	March 27, 2019
DEADLINE	Minimum of 14 days or until filled

# ALEXANDER CITY SCHOOLS

## JOB DESCRIPTION

**JOB TITLE: DIRECTOR OF STUDENT SERVICES**

**REPORTS TO:** Deputy Superintendent of Teaching and Learning

**SUPERVISES:** Alternative Programs Staff

### QUALIFICATIONS:

1. Valid Alabama certification in Administration and Supervision.
2. Minimum of three years of recent successful school administrative experience.

### KNOWLEDGE, SKILLS AND ABILITIES:

1. Excellent problem-solving skills.
2. Ability to communicate effectively, both orally and in writing.
3. Ability to plan, organize and implement programs and activities.
4. Excellent leadership skills.
5. Ability to organize and unite disparate groups and organizations toward a common goal.

### JOB GOAL:

To identify areas of student need and develop and administer programs that meet those needs.

### PERFORMANCE RESPONSIBILITIES:

1. Develop and implement effective, comprehensive, system-wide school attendance/discipline, and School Safety Plans.
2. Supervise the Alternative School program to include: academics and behavioral programs for students as well as staffing.
3. Collaborate with system Instructional Leaders and teachers to ensure academic transition from alternative settings to classrooms.
4. Develop and publish Student Code of Conduct and necessary policies (suspension, expulsion, etc.).
5. Assist with the development of attendance policy and procedures.
6. Research and implement effective programs to reduce at-risk behaviors
7. Develop and publish forms for suspension, detention, expulsion, etc.
8. Arrange Disciplinary Review Committee (DRC) meetings to conduct due process hearings for student suspensions and expulsions that are recommended to the committee by the school principal.
9. Present DRC recommendations to the Superintendent for further action by the Board.
10. Maintain records of all discipline cases, suspensions, expulsions, and bus conduct.
11. Prepare and approve affidavits for students transferring from other systems.
12. Develop necessary forms for pupil accounting, truancy reporting, check in/out, excused and unexcused absences.

13. File petitions and attend court hearings for both attendance problems (truancy), and discipline problems.
14. Maintain records of all truancy and attendance cases.
15. Maintain up-to-date maps of school attendance zones.
16. Prepare budget and process purchase orders related to at-risk, and student services budgets.
17. Initiate and/or coordinate efforts to secure grants or other forms of funding to expand or enhance at-risk and drug prevention programs.
18. Coordinate community action groups and serve as liaison with community programs and agencies which provide related services.
19. Identify staff needs and provide in-service activities at project schools.
20. Plan program activities which elevate student and staff awareness of programs.
21. Serve as system contact with State Department of Education drug and safety officials.
22. Maintain confidentiality regarding school/workplace matters.
23. Communicate effectively with the public, staff members, students, administrators and other contact persons using tact and good judgment.
24. Demonstrate initiative in the performance of assigned responsibilities.
25. Participate in assigned training programs offered to increase skill and proficiency related to assignment.
26. Demonstrate initiative in identifying potential problems or opportunities.
27. Perform other tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

N/A

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the system's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the system.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

***It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_