

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Executive Director, Student Services

FLSA: Exempt

GENERAL SUMMARY

Under limited direction, plans, develops and implements all District student service programs. Plans, directs and oversees student behavior programs, athletic and extra-curricular activities, dropout retrieval and prevention, conflict resolution programs, safety planning and other related activities. Administers the hardship transfer requests and accreditation reports for the District. Assists the Superintendent in the development of strategic planning, policy development and implementation of objectives as necessary. Reports to the Superintendent.

ESSENTIAL FUNCTIONS

Directs, plans, coordinates, and implements a comprehensive student services program in support of District strategic goals and operational/educational needs.

Serves as lead District hearing officer for discipline issues. Directs and manages student behavior in accordance to District policy; handles suspension, expulsion, discipline and other student behavior actions. Assists other District administrators as needed to respond to related problems, needs, requests, issues, etc.

Directs a student drop out prevention and retrieval program.

Implements and oversees student conflict resolution programs.

Administers the District safety planning programs.

Plans and implements a student alcohol and drug abuse educational program.

Administers the hardship transfer requests and accreditation reports for the District.

Supervises and monitors all budgets within the scope of student services.

Supervises subordinate personnel staff which involves such duties as instructing, assigning and reviewing work, planning, allocating personnel, acting on employee problems, and recommending promotions and disciplinary action.

Demonstrates the ability to select, train/orient, and supervises counselors, social workers, attendance supervisors, and student services personnel, participates in the evaluation of their performance and makes appropriate recommendations for personnel actions.

Receives and reviews various records and documents such as budget information, letters of correspondence, incident reports, schedules, etc.

Operates general office equipment such as a copier, computer, and calculator.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Master's degree in counseling, an educational discipline or educational administration or a related discipline with five years of experience in educational administration or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess designated certifications and a South Carolina driver's license.

Knowledge:

Knowledge of the policies, practices, activities, methods and procedures of the District as they pertain to the specific duties of the job including student behavior management, athletic programs, conflict resolution, etc. Extensive knowledge in the planning, implementation and supervision of school District student services programs. Knows the principles of finance, accounting, and management relating to the budgetary, planning and financial aspects of the job. Knowledge of the required records, charts, documents, and related information which must be prepared and maintained as a requirement of the job. Knowledge in the principles of management, supervision and staff development. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software.

Skills/Effort:

Advanced management, organizational, human relations, communications and interpersonal skills. Ability to develop and maintain effective working relationships with District staff. Ability to plan, develop, administer, and monitor various personnel activities and programs in compliance with all relative federal and state regulations, and District policies, procedures and standards. Ability to use independent judgment and discretion in directing and managing scope of authority. Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to prepare and monitor the department(s) budget. Ability to complete, process, and maintain all required records, reports, and related information. Ability to develop and maintain effective communications with immediate supervisor, media representatives, attorneys, students/parents and the general public. Ability to operate general office equipment such as a computer, calculator, copier, etc. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner.

Working Conditions:

Office environment with little exposure to environmental/weather conditions. Physical demands are restricted to office work requiring movement/lifting items weighing up to twenty pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines.

Responsibility:

Responsible for the designated student services budget.
Supervises designated staff.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

Date: _____

_____ Date: _____

_____ Date: _____