

**I. TITLE:** Director of Student Services

**II. QUALIFICATIONS:**

1. Possesses a valid Certification
2. Master's Degree in an appropriate area of concentration
3. Minimum of five (5) years of successful teaching or support service experience
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident status

**III. REPORTS TO:** Superintendent

**IV. SUPERVISES:** Guidance Counselors and all certified and noncertified school special education and student service staff as assigned by the Superintendent.

**V. JOB GOAL:**

To work with the administrative team to provide district-wide leadership so as to promote the social/emotional development of each student and to provide leadership and direction to enable special education pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating problems that interfere with student learning.

**VI. PERFORMANCE RESPONSIBILITIES:**

**A. GUIDANCE SERVICES**

**A1. School Leadership**

1. Serves as building administrator in the absence of the principal.
2. Assumes responsibility for the design and implementation of social/emotional & guidance programs, based on current educational theory and research, to meet the specific needs of the schools and its' students.
3. Assumes responsibility for facilitating guidance services for all students.
4. Serves on building and district committees.
5. Assists in the development and monitoring of the budget pertaining to guidance and social/emotional services.
6. Oversees the Guidance Department which is responsible for 504, STC, executive functioning/study skills/organization.
7. Coordinates and implements programs and practices to support student and community awareness of suicide prevention, drug & alcohol prevention, cyber-safety and mental wellness

**A2. Supervision of students**

1. Assists in developing innovative strategies, preventive approaches, and proactive plans for students who exhibit at risk behavior.

**A3. Record-keeping, reporting and scheduling**

1. Assists the administrative team in development, implementation and evaluation of the master teaching schedule.
2. Prepares and administers the guidance dept. annual budget in keeping with state law and regulation, Board policy, and procedures established by the Superintendent and School Business Administrator.
3. Serves as the district 504 Coordinator and carries out all duties related, as per state code and law.
4. Oversees the acquisition and implementation of district resources to support social/emotional and guidance initiatives.

**A4. Interaction with school staff**

1. Evaluates assigned staff in accordance with state law and regulation, Board policy and district practices.
2. Works with the administrative team in providing effective climate, curricular, instructional, and program leadership to the school.
3. Assists in the coordination and supervision of special programs funded by the state or federal government.
4. Makes recommendations for changes in policies, personnel practices and other such matters that may result in a more effective school administration.
5. Assists in the recruiting, screening, recommending and assigning of the school's staff.
6. Assists in the orientation of new staff members to the teaching environment, especially as it relates to the area of pupil personnel policy, in accordance with state law and regulation, as well as by district policy and procedures.
7. Is knowledgeable about district policies and assists in interpreting for school staff Board policy and school procedures related to the policies.
8. Assists in implementing district policy, goals and objectives.
9. Exercises decisive leadership in crisis situations.
10. Implements negotiated agreements and contracts for all staff.
11. Assists in generating and maintaining personnel & student records, reports and documentation, as required by state and federal law and regulation as well as by district policy and procedures.
12. Acts in supportive role in work with parents, teachers, and the community to promote the effective flow of communication.
13. Promotes good school-parent relationships when discussing specific student problems with parents.

**A5. Professional Development**

1. Continues own professional growth and development through memberships; attendance at relevant meetings, workshops and conferences; enrollment in advanced courses; and similar activities.
2. Assists in the design and implementation of the staff development programs.
3. Assists staff in exploring, evaluating and, as appropriate, implementing educational trends and research which may enhance the delivery of instruction, the achievement of students and the improvement of school services, and the improvement of school climate.
4. Keeps up to date with changes and development in the profession by attending professional workshops and meetings, reading professional journals and other publications, and participating in other experiences.

**A6. Program Planning, Administration, Evaluation and Reporting**

1. Cooperates with building principal to plan, coordinate and evaluate the guidance & SEL programs and to evaluate the performance of staff assigned to these areas.
2. Participates in the development and implementation of inservice and training programs.
3. Produces curriculum bulletins, webpages, guides, press releases, and directories to be distributed to the staff and community.
4. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by building principals or central office administrative staff in accordance with state law.
5. Collects and uses data to inform practices in Guidance Dept.
6. Prepares all reports, records, and other paperwork as required by law and administrative code and required by the Superintendent.

**A7. Contact with students**

1. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' code of conduct.
2. Supervises guidance services within the school.

**A8. Other**

1. Assists in the planning and supervision of activities to promote pupil and employee health and safety.
2. Oversees the development and monitoring of the district social/emotional programs and projects.
3. Maintains personal professional competence and continuous improvement through inservice education and other professional growth activities.
4. Attends and participates in Board of Education committee meetings and monthly Board of Education meetings as requested by the Superintendent.
5. Performs other related duties as may be assigned by the superintendent.

**B. SPECIAL EDUCATION**

**B1. Instructional Leadership**

1. Provides leadership in the development of the district's special education program; coordinates and supervises related activities. Evaluates existing programs and makes recommendations for improvements.
2. Keeps informed of all legal requirements governing special education, keeps staff informed of legal requirements and ensures that all requirements under administrative code, state/federal law and board policy are met.
3. Serves as a member of the child study team. Assumes responsibility for the preparation and timely submission of all required documents and reports, in order to assure district compliance with legal requirements of this process. Monitors the implementation of IEPs.
4. Recommends policies and programs essential to the needs of special education children.

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5. Establishes procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.
  6. Supervises and coordinates home instruction for homebound or hospitalized special education pupils.
  7. Assumes responsibility for district compliance with regulations regarding school special education programs. Plans, develops and coordinates the district's system of special education services.
  8. Oversees the development and effective delivery of the district's special education program, including the development and maintenance of the cumulative records of students receiving special services.

**B2. Staff Supervision and Coordination**

1. Assumes responsibility for the recruitment, assignment, supervision and evaluation of all certified and noncertified special education staff according to state law.
2. Assists in the evaluation of other staff as assigned according to state law.
3. Supervises and coordinates the activities of child study team members and ensures the placement of individual students with special needs in those educational situations best suited to their requirements.

**B3. Contact with Parents and Community**

1. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate.
2. Interprets the objectives of the district's special education program to parents, students, staff and the community.
3. Meets with parents to discuss implementation of the IEP and to resolve grievances.
4. Produces special education press releases, bulletins, webpages, guides, and directories to be distributed to the staff and community.

**B4. Program Planning, Administration, Evaluation and Reporting**

1. Cooperates with building principal to plan, coordinate and evaluate the special services program and to evaluate the performance of special education staff assigned to each school.
2. Participates in the development and implementation of inservice and training programs.
3. Prepares and administers the departmental budget.

**B5. Other**

1. Maintains personal professional competence and continuous improvement through inservice education and other professional growth activities.
2. Prepares all reports, records, and other paperwork as required by law and administrative code and required by the Superintendent.
3. Attends and participates in Board of Education committee meetings and monthly Board of Education meetings as requested by the Superintendent.
4. Serves as the district's Homeless Liaison and carries out all duties related as per state code and law.

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5. Serves as the district's Affirmative Action Officer and carries out all duties related as per state code and law.
  6. Supervises NJSMART data reporting as related to the Office of Special Education.
  7. Assists in the preparation and management of all state special education grants (IDEA) and other identified grants sought by the district.
  8. Serves as the district's English Language Learner Coordinator (ELL) and carries out all duties related as per state code and law.
  9. Performs other related duties as may be assigned by the superintendent.
  10. Serves as the district's Child Abuse Liaison and carries out all duties related as per state code and law.
  11. Serves as the district's Educational Stability Coordinator and carries out all duties related as per state code and law.

## **VII. TERMS OF EMPLOYMENT**

This position is a twelve-month year with salary to be established by the Board of Education.

## **VIII. EVALUATION**

Performance of this job will be evaluated annually by the Superintendent in accordance with New Jersey State law and the provisions of the board's policy on evaluation of certified staff.

Adopted: July 26, 2017 (Guidance), `September 28, 2016 (SpEd)

Revised: July 26, 2023