DIRECTOR OF STUDENT SUPPORT SERVICES

Purpose Statement

The job of Director of Student Support Services was established for the purpose/s of planning, directing, managing and supervising the activities and operations of the Safe Schools Office and District student services programs, including the development, implementation and evaluation of programs to ensure that services provided for parents, students and staff are effective and are administered according to defined District objectives.

Essential Functions

- Acts as Liaison for NCSD #1 on a variety of committees, boards, organizations, and collaborative groups (e.g. CWCC, Mercer House, Department of Family Services (DFS), Natrona County Prevention Coalition, CAP, and District departments and schools, etc.) for the purpose of gathering and disseminating information, representing District interests and maintaining Memoranda of Understanding (MOU).

- Administers and manages the Safe Schools Suspension Lab (SSL) in collaboration with principals, administrative managers and campus supervisors for the purpose of ensuring a quality environment for student learning and meeting program objectives.

- Collaborates directly with all stakeholders (e.g. District buildings and departments, cabinet, administrators, nursing, counseling and other student support personnel, parents, students, the Natrona County Prevention Coalition, Mercer House, Central Wyoming Counseling Center (CWCC), Children’s Advocacy Project (CAP), legal and law enforcement agencies, social service agencies, and the media, etc.) for the purpose of supporting, communicating, and providing for the successful delivery of District and student services-related programs.

- Collaborates directly with the Human Resource Development department to provide professional and staff development in appropriate areas (e.g. discipline, bullying and substances abuse) for the purpose of providing staff with the skills and knowledge needed to effectively support District policies.

- Develops and monitors budget allocations, expenditures, fund balances, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limit and/or fiscal practices are followed.

- Develops secures, and implements a variety of grants (e.g. Neglected and Delinquent Grant, McKinney-Vento Homeless Grant, Prevention Coalition Grant, etc.) for the purpose of supporting services to students.

- Facilitates the maintenance, evaluation, publishing, and distribution of a variety of data (e.g. child protection policies, student attendance and discipline policies, government regulations and required statistical reports, including the WDE 636 Discipline Report, etc.) for the purpose of disseminating information and meeting reporting and recordkeeping requirements.

- Manages and facilitates home school, homeless, and foreign exchange student programs (e.g. information packets—standardized testing, applications and registering, recordkeeping, mailing lists, etc.) for the purpose of collaborating with a variety of stakeholders.

- Manages the Student Support Services office focusing on excellent customer service to parents, staff, and K-12 students, including fielding calls from the public (e.g. enrollment issues, FERPA questions, etc.) for the purpose of providing information, intercepting potential conflicts, and addressing problems related to student support.

- Researches a variety of topics (e.g. current practices, instructional materials, methods, guidelines, etc) for the purpose of developing new programs and/or master plans related to student support services.

- Supervises and supports a variety of District personnel (e.g. Student Support Services staff, District Registrar, and related on-site school personnel, etc. including providing support to building administrators,) for the purpose of interviewing, hiring or terminating, training, and evaluating prospective and current employees.

- Works collaboratively with the Risk Manager and Humans Resources to document investigations for the purpose of ensuring safety, health and welfare of students, parents and staff.
Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; instructional procedures and practices; age appropriate student activities; and stages of child development/behavior.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing major organizational components; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job’s functions. There is a continual opportunity to significantly impact the organization’s services.

Working Environment

The usual and customary methods of performing the job’s functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience

Job related experience with increasing levels of responsibility is required.

Education

Masters degree in job related area.

Equivalency

Formal training in supervision and leadership

Three years of experience as a school administrator (both elementary and secondary experience is preferred, but not required).

Required Testing

None Specified

Certificates & Licenses

Appropriate professional certification from the Wyoming Professional Teaching Standards Board as a Teacher and Administrator or Director is required.

Professional certification as a Certified Emergency Response Team member is preferred.

Clearances

Criminal Justice Fingerprint/Background Clearance

MVR (Motor Vehicle Record) Clearance
FLSA Status: Exempt

Approval Date

Salary Grade

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _______________________________________________________________

Employee Signature: __________________________ Date: ________________