

ASSOCIATE DIRECTOR OF STUDENT SUPPORT

- TITLE:** Associate Director of Student Support
- REPORTS TO:** Director of Student Achievement
- SUPERVISES:** Student support staff assigned to division; other staff as assigned
- JOB FUNCTION:** To facilitate, coordinate and monitor the implementation, operation and evaluation of all district student support programs as assigned by the superintendent.

DUTIES AND RESPONSIBILITIES:

- Facilitate and coordinate the implementation and evaluation of all student support programs.
- Develop and implement all federal and state budgets related to student support programs.
- Monitor, develop, and implement procedures to ensure compliance with all federal, state, and local regulations related to student support programs. Work closely with principals and other school and district staff as needed to implement these programs.
- Supervise and evaluate all assigned staff.
- Facilitate all requests to the district for student support programs. Prepare and submit federal and state reports as needed.
- Coordinate and facilitate the functions of the district's guidance and social work programs.

ASSOCIATE DIRECTOR OF STUDENT SUPPORT

- Coordinate and facilitate the district's community agency programs, including Family Youth and Resource centers.
- Assist the personnel office with all student support personnel matters.
- Coordinate and facilitate the district's character education, Safe Schools, and drug-free schools initiatives.
- Develop and maintain a strong knowledge base in areas related to all student support programs in the district, including changes in legislation and regulations relevant to these programs.
- Coordinates and supervises Saturday Detention
- Perform all other duties as assigned by the Director of Student Achievement.
- Keeps abreast of current research, trends innovations, impacting programs in the department.
- Maintains regular attendance.
- Performs other duties as assigned.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

ASSOCIATE DIRECTOR OF STUDENT SUPPORT

- MA+30 (Rank 1)
- Minimum of five (5) years of successful teacher
- Minimum of three (3) years of school administrative experience
- Experience in the areas of curriculum, instruction, assessment and standards
- Demonstrated management

LICENSES AND OTHER REQUIREMENTS:

- Kentucky Teacher certification
- Administrative certification

Original Date: _____

Revision Date: 01/1995

Revision Date: 07/2012

Revision Date: 05/2013