

CHIEF STUDENT SUPPORT SERVICES OFFICER

- TITLE:** Chief Student Support Services Officer
- REPORTS TO:** Superintendent's Designee
- SUPERVISES:** Assigned Staff
- JOB FUNCTION:** To facilitate, ensure coordination and monitor the implementation, operation and evaluation of all district student support programs as assigned by the Superintendent.

MEASURES OF SUCCESS:

- Increase in student achievement, social emotional health, and mental health services as indicated by:
 - Social Emotional Health progress monitoring
 - Mental Health Evidence Based Practices
 - State Academic Standard expectations
 - Walk-through and crosswalks
 - Curriculum benchmark assessments

DUTIES AND RESPONSIBILITIES:

- Facilitates and coordinate the implementation and evaluation of all student support programs.
- Develops and implements all federal and state budgets related to student support programs.
- Works closely with principals and other school and district staff as needed to implement these programs.
- Supervises and evaluates all assigned staff.

- Facilitates all requests to the district for student support programs. Prepare and submit federal and state reports as needed.

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- Monitors, develops, and implements procedures to ensure compliance with all federal, state and local regulations related to student support programs.
- Develops 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.
- Keeps abreast of current research impacting programs in the department.
- Works closely with district and school leaders to assess the needs of schools and deliver appropriate support services.
- Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- 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.

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EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENT:

- Kentucky Teacher Certification
- Kentucky Administrative Certification

Original Date: 05/2015

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Administrative Additive Level 11