

DIRECTOR OF STUDENT SUPPORT SERVICES

TITLE: Director of Student Support Services

REPORTS TO: Superintendent

SUPERVISES: Associate Directors of Federal, State and Magnet Programs, Title 1, Student Support, Preschool and Director for Pupil Personnel and Pupil Attendance and other staff as assigned Data Management, Grant Management and other program 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.

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 major federal programs including but not limited to Title I and Title II.
- 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.
- Keep abreast of current research impacting programs in the department.

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- Works closely with Directors of School Improvement and Innovation to assess the needs of schools and deliver appropriate support services.
- 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:

- Master's Degree and/or Rank 1
- PhD (preferred)
- Five (5) years' experience in the areas of data analysis, assessment, curriculum, and school improvement planning.

LICENSES AND OTHER REQUIREMENTS:

- Kentucky Teaching Certification
- Kentucky Administrative Certification

Original Date: 06.2015