

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0140
Pay Grade: C11

FLSA: Exempt
Administrative

EXECUTIVE DIRECTOR, STUDENT SERVICES

REPORTS TO:

Associate Superintendent, Teaching And Learning

SUPERVISES:

Director, Family and Community Involvement
Managing Officer, Social Work Services
Managing Officer, Psychological Services
Managing Officer, School Health Services
K-12 Guidance Services Specialist
Prevention Services
Support Staff

QUALIFICATIONS:

Master's degree from an accredited college or university with certification in Administration/Supervision, Educational Leadership, School Principal, or an equivalent administrators certification as defined by the Florida Department of Education. Five (5) years related professional experience. Three (3) years educational administrative and/or supervisory experience. Demonstrated organizational and communication skills.

PREFERRED:

Demonstrated experience in the delivery of social services or supervision of social services employees.

MAJOR FUNCTION

Responsible for the development of student services and the support of teaching and learning through the student service areas. Administer student services policies in a manner consistent with state laws and School Board policies enabling students to reach their full potential in a safe and healthy environment. These responsibilities include goal setting, planning, organizing, coordinating, decision making, communicating and evaluating.

EXECUTIVE DIRECTOR, STUDENT SERVICES

ESSENTIAL RESPONSIBILITIES

- Serves on Teaching & Learning (T&L) Team
- Assists in the development, implementation, and monitoring of the Teaching and Learning Division Strategic Plan
- Develops, implements, and monitors the Students Services Department Strategic Plan
- Direct the planning, implementation and evaluation of the district's comprehensive program of student services in an effective and efficient manner
- Provide leadership and direction for assigned areas of responsibility including Psychological Services, School Health Services, School Social Work Services, School Guidance Services and Prevention Services and supervises Student Services personnel in their respective areas
- Provides leadership for all aspects of the district Problem Solving/Response to Intervention (PS/RTI) or Multi-Tiered System of Supports ((MTSS) program, including professional development related data collection, monitoring and evaluation of PS/Rtl processes, and serves as the contact for all PS/Rtl state and other initiatives
- Coordinates development, monitoring and implementation of Section 504 Plans
- Provides leadership in the planning and presentation of effective behavior management strategies and resources for schools
- Collaborates with district curriculum supervisors to assist school based administrators in analyzing data relating to continuous improvement of student discipline
- Uses data to make decisions
- Develops and maintains working relationships with community agencies
- Serve as district member on the Crisis Response Team
- Interprets impact of legislation, state board rule and policy as it related to Professional Education and Student Services
- Uses student contact data to maximize resources available to schools through Student Services
- Assists in the design of curriculum services and activities, and support services
- Establishes and oversees annual budgets from various funding allocations to support Student Services programs and services
- Serve on district, state, community councils or committees as assigned or appropriate.
- Solicits and listens to customer input from staff, schools, parents and community
- Monitors customer satisfaction results
- Develops and monitors program processes and services based on needs of students, teachers, administrators, families, businesses and community
- Keep informed and disseminate information about current research, trends and best practices in areas of responsibility
- Performs other related duties as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED 4/12 LM; BOARD APPROVED: 6/12/12

EXECUTIVE DIRECTOR, STUDENT SERVICES

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Executive Director, Student Services - ADM