



DIRECTOR – STUDENT SERVICES

SUMMARY/SCOPE/GOAL

To assist the Assistant Superintendent of Student Services in the area of students at risk.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Master's degree from an accredited educational institution.
- Minimum of three (3) years successful teaching experience.

PREFERRED/DESIRED:

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Certified in Educational Leadership, Administration and Supervision, or Administration by the State of Florida.
- Valid State Driver's License.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Coordinate District programs, ensuring federal, state, and district requirements are met.
2. Serve as Division representative on various committees as assigned by the Assistant Superintendent.
3. Coordination of District programs, including, but not limited to, high school performance-based diploma programs, GED exit options, Alternative Learning Center functions, dropout prevention, guidance, discipline procedures, school safety and prevention programs, student-parent programs, ESOL, home education, and homeless student education.
4. Assist in recruiting and selecting certified personnel and assist in the evaluation of such personnel.
5. Supervise and evaluate resource teachers, coordinators, and support staff.
6. Supervise departmental personnel in eligibility and special project assignments.
7. Develop and implement local, state, and federal projects.
8. Travel to multiple locations.

OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

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KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of school law, department of Education rules, Florida health laws, Department of Children and Families regulations, and School Board policies and procedures. Knowledge of federal, state, and county legislation and guidelines concerning dropout prevention, child custody, homeless students, student-parent programs, and attendance. Knowledge of school and district finances. Ability to communicate effectively with the public, all levels of school district personnel, and parents. Ability to maintain effective working relationships with other employees; ability to travel to various sites. Demonstrated written and oral communication skills, organization skills, and leadership skills.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(S) SEDENTARY WORK

Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites often. Travel out of county occasionally.

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FOR HR USE ONLY:

DIVISION:	Student Services	DEPARTMENT:	Student Services
TITLE CODE:	D0254	CONTENT BY:	Assistant Superintendent, Student Services
GRADE:	29	COMPENSATION:	Human Resources
UNIT:	NB	LABOR RELATIONS:	Karvie Green, Ed.D.
LAST BOARD APVD:	Submitted 6/22/2021	CLASSIFICATION:	Beth Theby, Ed.D.

- Deleted: 6
- Deleted: Rick Morton
- Deleted: Joy Salamone
- Deleted: 06/04/2012
- Deleted: Debra Pace

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	06/04/12	Initial Release	Student Services
1.1	12/01/2020	New Format	Ellie Kelly – Human Resources
2.0	6/22/2021	Update to grade 29	Beth Theby, Ed.D.

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.