

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**DIRECTOR, STUDENT SERVICES**

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership or School Principal.
- (3) Minimum of five (5) years successful student services experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of school law, Department of Education rules, Florida health laws, Health and Rehabilitative Services (HRS) regulations, and School Board rules and regulations. Demonstrated written and oral communication skills, organizational skills and leadership skills. Knowledge of principles, concepts, and strategies for evaluation. Skill in administration and use of testing and measurement.

**REPORTS TO:**

Executive Director For Curriculum and Instruction

**JOB GOAL**

To provide leadership in planning, development, implementation of student services to best meet the needs of students throughout the District.

**SUPERVISES:**

Assigned Support Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Direct the planning, implementation, and evaluation of the District's comprehensive program of student services and the effective and efficient delivery of services.
- \* (2) Oversee the discipline policy of the District.
- \* (3) Coordinate District guidance and counseling programs.
- \* (4) Coordinate District Drop-out Prevention Program, including writing the District plan.
- \* (5) Coordinate the District's health services plan, including collaboration with County Health Department.
- \* (6) Coordinate the District's attendance program and monitor compliance with attendance laws and policies.
- (7) Oversee processing of attendance referrals to HRS and the State Attorney's Office.
- (8) Serve as liaison with Resource Officer Program.
- \* (9) Coordinate and interpret student record laws, rules and policies, and provide for maintenance and transfer of student records.
- (10) Serve as hearing officer in discipline appeals.
- \* (11) Coordinate the District testing program and disseminate test results.
- (12) Oversee the school registration process.
- (13) Oversee yearly publication and dissemination of Student Code of Conduct booklet.
- \* (14) Coordinate and interpret District rules, policies and State law pertaining to discipline, guidance, drop-out prevention, health services and any other programs assigned to the Student Services Office.
- (15) Serve as District contact person for student sexual harassment complaints, Title IX complaints, and student equity issues.
- \* (16) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (17) Assist in the development of administrative guidelines and policies for Student Services.
- (18) Prepare all required reports and maintain all appropriate records.
- (19) Assist in the preparation of the instruction and special programs budget.
- (20) Serve as a member or alternate member of the Board's negotiating team.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**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 those established by the District.

**EVALUATION:**

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

\*Essential Performance Responsibilities

**Job Description Supplement Code 2**

**SALARY LOCATOR: Support Personnel Salary Schedule 4**