



JOB DESCRIPTION

POSITION TITLE: Director of Student Services	
REPORTS TO: Superintendent	SALARY: Treutlen County Salary Scale
FLSA: Exempt	WORK DAYS: 226 Days (less furloughs)
JOB GOAL: To provide specialized leadership through comprehensive planning, coordination and implementation of the PK through 12th grade special education, gifted education, and 504 programs by coordinating resources, curriculum, planning instruction and activities, and promoting quality instruction	

REQUIREMENTS:

1. Educational Level: Master's Degree or higher
2. Certification/Licensing: Georgia Leadership Certificate
3. Experience: Minimum of five years successful experience as an educator and administrator.
4. Proficiency Skills: Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.
5. Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties.

The Board and Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
2. Acts in a professional manner and assumes responsibility for the total school program and safety of students.
3. Acts in a professional manner and maintains a professional attitude, following school and system policies in regard to students and records, when interacting with the public.
4. Completes reports, documentation, duties and other assignments in a prompt and professional manner.
5. Demonstrates knowledge and proficiency in the use of internet, email and other computer applications as applicable to job responsibilities.
6. Demonstrates appropriate verbal, written and telephone communication skills.
7. Maintains confidentiality of sensitive information and material.
8. Maintains a professional appearance as appropriate for job responsibilities.
9. Acts in a professional manner and maintains a professional attitude towards the public and colleagues; adheres to cultural diversity guidelines, and exhibits the fundamentals of good public/customer service.
10. Maintains and improves knowledge and skills to promote proficiency in the operations of an organized, modern, updated and efficient school.
11. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.
12. Reports to superintendent about status of programs and makes recommendations of appropriate actions and alternatives.
13. Keeps abreast of and informs the superintendent of changes in rules and regulations of the Georgia Board of Education and state and federal laws concerning area of responsibility.
14. Keeps abreast of and informs the superintendent of current trends and developments concerning area of responsibility.
15. Ensures expenditures are within approved limits.

16. Plans and implements school budget according to system guidelines and procedures.
17. Enhances the climate of the building and the morale of colleagues.
18. Demonstrates loyalty to the school system and administration.
19. Participates in professional organizations, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
20. Communicates vision/mission to school personnel as appropriate.
21. Assists all students in achieving academic standards and establishes high expectations for performance.
22. Assures the quality of teacher's lessons were high and reflect the school system standards.
23. Assures that the curriculum addresses all levels of students.
24. Provides documentation annually to superintendent or designee relating to status and progress of student achievement.
25. Meets or exceeds established benchmarks for student achievement and student attendance.
26. Conducts appropriate staff evaluations and provides staff with meaningful feedback regarding ways to improve their performance.
27. Provides appropriate documentation of ineffective performance for staff who demonstrate lack of competence, ineffective practices, poor performance of their students and/or an unwillingness to improve.
28. Employs strategies in the school improvement plan that focus on areas identified in needs assessments.
29. Provides system-wide leadership for assuring the development of effective and appropriate
30. Communicates the academic standards, objectives and expectations for student performance to all students, parents and the school community.
31. Provides leadership and system representation in matters relating to due process procedural safeguards.
32. Facilitates communication and mediation with parents and advocates regarding the delivery of special education services.
33. Chairs or participates in staffing which may result in IEP recommendations requiring additional financial commitments from the school system or which may have legal ramifications.
34. Represents the school system in dealing with outside agencies and organizations concerned with special education.
35. Coordinates the development and maintenance of student special education and 504 files.
36. Coordinates the development of information required by the transportation department in arranging specialized transportation.
37. Approves special education requests for supplies, materials and equipment.
38. Develops system procedures for identification, evaluation and placement of students with special education needs.
39. Confers with parents, administrators and other educational personnel on matters of concern related to gifted education.
40. Establishes a program for the ongoing improvement, supervision and evaluation of gifted education services for K through 12th grade.
41. Supervises the Hospital Homebound Program Pk-12.
42. Supervises Student Support Team (SST) and Response to Intervention (RTI) Programs Pk-12.
43. Maintains a pattern of prompt and regular attendance.
43. Follows chain of command.
44. Performs all other duties as assigned.