EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Director of Student Services
Department	Division of Teaching & Learning
Reports To	Executive Director of Teaching and Learning
Classification	Administration
Location	District Office
Salary	On schedule
Length of Contract	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

Under the Direction of the Executive Director of Teaching and Learning, the Director of Student Services directs the planning, development, organization, management, direction, and implementation of all aspects of Student Services programs of the District. Responsibilities include; alternative education, Gifted and Talented programming, child welfare and attendance, discipline procedures, grant funded programs, guidance services, and school safety; assures compliance with laws, codes, and regulations related to Student Services; evaluates assigned personnel; and performs related work as required.

Essential Job Functions

- Provides leadership and vision to ensure compliance in matters relating to student discipline, alternative education, child welfare and attendance, guidance services, and school safety.
- Collaborates with district staff, families, and the community in developing and implementing services and/or programs.
- Plans, implements, and evaluates educational programming in order to ensure continuous program improvement for the benefit of all students.
- Incorporates policies and procedures in accordance with laws and regulations.
- Guides, directs, and participates in serious discipline processes, including student suspensions and expulsions.
- Ensures that all practices in the district are legal and ethical for each student/family so that each child has the opportunity to achieve at a high level and be prepared for post-secondary success.
- Manages fiscal resources from the General Fund and state/federal grants; prepares budgets and directs spending; and monitors maintenance for the purpose of fiscal efficiency in providing required services.
- Supervises and evaluates pupil services staff.
- Develops and updates the course catalog.
- Oversees Title IV and VII programming.

- Provides direction, coordination, and guidance to the district's counseling services and outside contracted services, as needed.
- Organizes and conducts training opportunities for district staff.
- Coordinates school based mental health programs.

Ancillary Job Functions

- Prepares documentation and reports data to the Wisconsin Department of Public Instruction for the purpose of providing written support, conveying information, and complying with federal and state regulations.
- Recruits, hires, and supervises pupil services staff.
- Serves as district representative for IEP meetings as needed.
- Writes district Board policy for pupil services as required to ensure program consistency and compliance with state and federal regulations.
- Performs other related duties as assigned.
- Attends all school board meetings.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master's degree in Education, Education Administration, or related field.
- Minimum of five years experience working directly with students.
- Education administration experience.
- Wisconsin Administrative Certification: Director of Special Education and Pupil Services (#80).

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- N/A.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of organizational systems, the role of public education in the United States, racial equity, social justice, culturally relevant instruction/practices, and special education laws and practices.
- Strong law understanding.
- Ability to collaborate with families and community members of diverse cultural and educational backgrounds.
- Ability to manage personnel and programs.
- Effective written and verbal communication skills.
- Problem solving skills.
- Knowledge of curriculum and research-based programming.
- Knowledge of Wisconsin and federal education laws/regulations and district policies.

- Ability to make independent judgments.
- Ability to keep and maintain accurate records and to meet deadlines.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office conditions and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Occasionally required to drive to other locations.