

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

DIRECTOR OF STUDENT SERVICES

Required Qualifications:

- Master's Degree received from an accredited college or university
- Florida certification in Educational Leadership or School Principal
- Must possess a valid Florida driver's license

Desired Qualifications:

Teaching experience

- Experience as a school-based or central office administrator
- Knowledge of Florida Statutes, Department of Education rules, and School Board policies related to areas of responsibility
- Experience in one (1) or more areas of student services

Performance Responsibilities:

- Evaluate staff in the Student Services Department
- Oversee the district's School Health Program
- Provide support and guidance to all School Health Professionals
- Supervise and coordinate the services of School Health Professionals
- Communicate with district schools regarding state mandated immunization requirements
- Attend and assist schools in developing Student Health Care Plans
- Plan and implement staff development for all School Health Professionals
- Coordinate with the Hernando County Department of Health in collecting data and assist in completing required annual health reports requiring Board approval
- Notify Department of Highway Safety and Motor Vehicles when any student's driver's license needs to be suspended due to lack of evaluation compliance
- Review and revise the district's truancy procedures per Florida Statute
- Attend and serve as the district's representative for the Truancy Case Staffing Committee
- Submit an annual budget based on assessed needs, district philosophy, district goals and long and short term objectives
- Direct the planning, implementation and evaluation of the District's comprehensive program of student services
- Make recommendations for the employment and assignment of district based Student Services Department personnel and assist in making the recommendations for school based health professionals
- Receive, review and assign students to the district alternative school
- Oversees Student Supply donations
- Oversees attendance policy

- Oversees the district's bullying policy
- Chair the District Alternative Reassignment Appeals Committee and schedule appeals hearings
- Receive, review and submit superintendent's charging letter, interview witnesses and schedule hearings for student referred for expulsions
- Handle student/parent complaints received and/or referred to the Student Services Department
- Chair Administrative Hearings at school based sites for students returning from commitment programs or charged with felonies off school campus
- Coordinate the work of Student Services personnel with other instructional areas
- Develop and implement a plan for staff development for counselors, social workers, psychologists and health services personnel, substance abuse counselors
- Coordinate dropout prevention programs based on needs, goals and philosophy of the district
- Chair the District Discipline Committee and review and revise annually the Student Code of Conduct as needed
- Review and revise the District Comprehensive Guidance Plan as appropriate
- Review and revise the district records procedures as needed
- Maintain a close working relationship with school principals to ensure information exchange, coordination of efforts, and general support for the decision-making process
- Complete appropriate reports for local, state and federal agencies as required
- Direct and coordinate audits of student services program for compliance with federal and state laws as well as district policies
- Coordinate a systematic control and transfer system of students' permanent records in compliance with federal and state laws
- Maintain records of district Student Services personnel and their work with schools
- Attend and participate in educational conferences related to student services
- Disseminate information that explains the various student services programs
- Assist in the evaluation of instructional material as assigned
- Monitor truancy referrals and work with school social workers and community agencies regarding staffings, truancy petitions and Children in Need of Services (CINS) Petitions
- Oversee, evaluate and supervise the School Social Workers, their planning and training
- Assure compliance of federal regulations regarding services to the homeless
- Assist with disciplinary and expulsion issues
- Review and approve work waivers
- Review and revise the District Comprehensive Guidance Plan as appropriate
- Oversee the District Care Team and review and revise the procedures for handling crisis
- Oversee the district's Teen Parent Program
- Sustain focus and attention to detail
- Perform other duties as assigned by the Executive Director of Student Support Services and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Executive Director of Student Support Services and/or designee

Evaluation:

Annual evaluation done by the Executive Director of Student Support Services and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Administrative

Job Code:

61005

Board Approved: 07/06/99

Revised: 01/20/09, 03/03/09, 07/27/10, 05/17/11, 06/10/14, 04/23/19