

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

SUPERVISOR OF STUDENT SERVICES

Required Qualifications:

- Master's Degree
- Florida certification in a student services field
- Minimum of five (5) years of student services related experience

Desired Qualifications:

- Experience in working with elementary or middle school students
- Familiarity with computers and medical terms

Performance Responsibilities:

- 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
- 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 and Technology Oriented Performance Program (TOPP) Program [General Education Diploma (GED) Exit Option Program] and ensure that they comply with all applicable state and federal laws
- Perform other duties as assigned by the Director of Exceptional Student Education and Student 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 Director of Exceptional Student Education and Student Services and/or designee

Evaluation:

Annual evaluation done by the Director of Exceptional Student Education and Student Services and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category G

Job Code:

61108

Board Approved: 07/06/99

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