



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Assistant Director of Student Services**
 Job Family: **Certified Administrative**
 Prepared/Revised Date: **June 18, 2023**

FLSA Status: **Exempt**
 Pay Range: **M**
 Job Code: **33576**
 Days: **260**

SUMMARY: In collaboration with the Director of Student Services, help oversee and manage district student services staff and programming including but not limited to: Section 504 coordination, Title IX, behavior support, school counseling, mental health services, health services, restorative practices, MTSS-SEB, audiology, mandated child abuse reporting, crisis response, safety/threat assessment and sexual assault, drug and alcohol prevention, bullying, chronic absenteeism, expulsion supports and suicide prevention, oversight of local, state and federal grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Description of Job Tasks |
|---|
| 1. Provide guidance and coordinate the District's Section 504, Title IX and incident reporting compliance and trainings. |
| 2. Provide oversight and guidance to the counselor coordinator and support the District's K-12 school counselors to address students' academic, career, and social/emotional development needs. |
| 3. Oversee and provide knowledge, guidance, and support to building level administrators and the District's behavior support services team to assist with students who are demonstrating challenging behaviors. |
| 4. Interpret, maintain, and monitor compliance with Board policies, administrative rules and regulations, State and Federal mandates, and due process on matters of Student Services, including but not limited to, mandated child abuse reporting, drug, and suicide prevention, FERPA, crisis response, safety/threat assessments and sexual assault. |
| 5. Provide guidance and support for mental health and belonging, including oversight of mental health specialists, school counselors, behavior team, safety team, MTSS-SEB, restorative practices, trauma, LGBTQIA+ coordinator, and others. |
| 6. Oversee and support the health services unit, including the school nurse division and provide support for health techs. |
| 7. Monitor projects and grants (in conjunction with grants coordinator) and programs (e.g. health services, mental health services, MTSS, etc.) for the purpose of ensuring that services comply with district, state, and federal requirements. |
| 8. Establish and oversee annual budgets from various funding allocations to support Student Services programs and services. |
| 9. Collaborate with PSD's Instructional Cabinet, Curriculum & Instruction, Language Culture & Equity, Professional Development, Integrated Services, and other Learning Services Departments. |
| 10. Assist in implementing the District's Unified Improvement Plan and the Board of Education Ends. |
| 11. Serve as the District's Title IX, ADA, and Service Animal Compliance Officers. |
| 12. Serve as a district liaison to numerous community boards and committees; facilitate/participate on numerous district committees. Oversee the District Community Partnership Strategy. |
| 13. Oversee mandated child abuse reporting and trainings. |
| 14. Attend work and arrive in a timely manner. |
| 15. Perform other duties as assigned. |



EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s Degree in School Social Work, School Counseling, School Psychology, Education, or School Administration.
- Five to ten years of school and/or district administrative leadership experience required.
- Equivalent combination of education and experience may be considered.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Principal or Administrative License.
- Valid Colorado driver’s license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of Elementary and Secondary Education Act (ESEA), Section 504, FERPA, and Title IX regulations.
- Knowledge of behavior support services including Multi-tiered Systems of Support (MTSS-SEB).
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Knowledge of current PSD vision, mission, and Board Ends.
- A belief that all students are capable of learning.
- Human relation skills.
- Ability to manage numerous and diverse budgets.
- Oral and written communication skills.
- Ability to set high standards and achieve them.
- Ability to show respect and sensitivity to individual needs/concerns.
- Ability to protect and maintain student confidentiality.
- Ability to maintain confidentiality in all aspects of the job.
- Demonstrate concern for student health and safety.
- Ability to effectively communicate with leadership, staff, parents, and students.
- Ability to frequently travel among district facility locations.
- Critical thinking and problem-solving skills.
- Ability to manage multiple priorities.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office products, and/or other department software packages.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | POSITION TITLE | # of EMPLOYEES |
|------------------------|--|-----------------------|
| Reports to: | Director of Student Services | |
| Direct Reports: | Student Services Staff (with Director of Student Services) | 20+ |



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions 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 the essential functions.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|-------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | X | |
| Walk | | | X | |
| Sit | | | X | |
| Use hands to finger, handle or feed | | | X | |
| Reach with hands and arms | | | X | |
| Climb or balance | | X | | |
| Stoop, kneel, crouch, or crawl | | X | | |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | X | | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | X | | |
| Up to 25 pounds | X | | | |
| Up to 50 pounds | X | | | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|----------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | | X |
| Analyze | | | | X |
| Communicate | | | | X |
| Copy | | X | | |
| Coordinate | | | | X |
| Instruct | | | | X |
| Compute | | X | | |
| Synthesize | | | | X |
| Evaluate | | | | X |
| Interpersonal Skills | | | | X |
| Compile | | | X | |
| Negotiate | | | | X |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | X | | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | X | | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | X | | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |



| WORK ENVIRONMENT: | Amount of Time | | | |
|-------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Risk of radiation | X | | | |
| Vibration | X | | | |

| VISION DEMANDS: | Required |
|---|----------|
| No special vision requirements. | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | X |
| Color vision (ability to identify and distinguish colors) | |
| Peripheral vision | |
| Depth perception | X |
| Ability to adjust focus | X |

| NOISE LEVEL: | Exposure Level |
|--------------|----------------|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |