



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Director of Student Services**
Job Family: **Certified Administrative**
Prepared/Revised Date: **October 12, 2018**

FLSA Status: **Exempt**
Pay Range: **J**
Job Code: **10408**

SUMMARY: Oversee district student services including Section 504 coordination, behavior support, school counseling, health services, audiology, mandated child abuse reporting, crisis response, mental health services, safety/threat assessment and sexual assault, drug and suicide prevention.

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 compliance and 504 Enrich trainings.
2. Provide direction, coordination, and guidance to the District's K-12 school counselors for the purpose of addressing all 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 behavior and who have not responded to other interventions.
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. Monitor projects, 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.
6. Establish and oversee annual budgets from various funding allocations to support Student Services programs and services.
7. Collaborate with PSD's Instructional Cabinet, Curriculum & Instruction, Professional Development, Integrated Services and other Learning Services Departments.
8. Assist in implementing the District's Unified Improvement Plan and the Board of Education Ends.
9. Serve as the District's Title IX, ADA and Service Animal Compliance Officers.
10. Serve as a district liaison to numerous community boards and committees; Facilitate/participate on numerous district committees
11. Coordinate Mandated Child Abuse reporting and trainings.
12. Attend work and arrive in a timely manner
13. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's Degree in Education or School Administration.
- Three to five years of administrative leadership experience required.
- Equivalent combination of education and experience acceptable.



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).
- 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.
- 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 maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- 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 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.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Assistant Superintendent of Schools	
Direct reports:	Classified, Licensed and Administrative Staff	20+

- Responsible for interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.



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	