



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Senior Executive Director of Student Services** FLSA Status: **Exempt**
 Job Family: **Certified Administrative** Pay Range: **C**
 Prepared/Revised Date: **June 30, 2023** Job Code: **10224**

SUMMARY: 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 compliance Title IX and incident reporting compliance and trainings. .
2. Provide direction, coordination, and guidance to the District’s K-12 school counselors for to address 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
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, school counselors, behavior team, safety team, MTSS-SEB, restorative practices, trauma, LGBTQIA+ Coordinator and others.
6. Provide vision and oversight for Integrated Services, Language, Culture, Equity and Health Services Unit, including school nurse division and provide any support for health techs. Coordinate and support interdepartmental work models throughout the PSD system.
7. Monitor and seek 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. Build the architecture of awarded grants for sustainability within PSD and its community partnerships.
8. Establish and provide oversight to annual budgets from various funding allocations to support Student Services programs and services.
9. Align community projects to provide supports and services that enhance student mental health and belonging.
10. Collaborate with PSD’s Instructional Cabinet, Curriculum & Instruction, Language Culture & Equity, Professional Development, Integrated Services, and other Learning Services Departments.
11. Attend cabinet and BOE meetings to represent PSD services and supports in collaboration with department directors and coordinators. .
12. Assist in implementing the District’s Unified Improvement Plan and the Board of Education Ends.
13. Serve as the District’s Title IX, ADA, and Service Animal Compliance Officers.



Description of Job Tasks

14. Serve as a district liaison to numerous community boards and committees; Facilitate/participate on numerous district committees. Oversight of district Community Partnership Strategy for Mental Health and Belonging.
15. Oversight for Mandated Child Abuse reporting and trainings.
16. Attend work and arrive in a timely manner.
17. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s Degree in Education or other mental health master’s degree, 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 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, District policies, administrative guidelines, 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.
- 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:	Chief of Staff	
Direct reports:	Assistant Director of Student Services	1
	Executive Director of Integrated Services	1
	Coordinators such as: Mental Health, Health Services, Counseling	3+
	Classified and Licensed Staff	10+

- 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



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			
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	