



Position Description

Director of Student Services

Salary Level: Based on Act 93 Agreement

Prepared Date: April 21, 2023

Contract/Benefits: Based on Act 93 Agreement

Prepared by: Dr. Michael Q. Roth, Chief Academic Officer/Deputy Superintendent

Department or Area: Department of Learning and Teaching

Approved By: Jennifer Ramos, Deputy Superintendent

Reports To: Chief Academic Officer/Deputy Superintendent

Qualifications:

- Masters degree with a major in counseling, school psychology, educational leadership, or a related field.
- Five or more years of experience in multiple areas of public education, including elementary or secondary instruction or pupil services, supervision, and administration preferred.
- Hold or be able to obtain a valid and current Pennsylvania Pupil Personnel Services Supervisory Certificate or Administrative Certificate.
- Satisfactory work record & criminal/child abuse clearances (Acts 34, Act 114, and 151).
- Such additional or alternatives to the above qualifications as the Allentown Board of Directors and Superintendent may determine appropriate and acceptable.

Note: 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.

Summary

Directs, administers, and coordinates the activities of the district in support of policies, goals, and objectives related to student services in support of the whole child. Provides leadership and direction in the areas of student attendance, behavior, social and emotional well-being, health services, and athletics and activities. Reviews, monitors, adjusts, and evaluates practices, statutes, and regulations that affect student services and recommends policy changes. Ensures activities, approaches and strategies conducted by the district to support the mission, vision, and strategic direction established by the Superintendent and school board by performing the following duties personally or through subordinates:

Essential Duties and Responsibilities

- Oversees and coordinates educational and administrative activities of student services as defined in Chapter Seven (7) of the PA School Code, specific to health services, home and school visitor services, and other special programs.
- Collaborates with the Director of College and Career Readiness and Executive Director of Special Education to support other student services such as counseling services and psychological services defined in Chapter Seven (7) of the PA School Code.

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- Develops and implements a well-articulated, effective, and efficient system of support to students to enable them to learn within the public-school setting and experience success in the community.
 - Provides leadership, organization and management of student services programs such as ELECT.
 - Provides leadership, organization and management of district-wide student athletics and activities.
 - Collaborates with the Director of Virtual Education & Alternative Programming in ensuring students are receiving transitional plans between alternative and traditional education programs for students.
 - Develops procedures relevant to the Code of Conduct, remaining apprised of appropriate federal and state requirements, regulations, and legalities.
 - Collaborates with the Deputy Superintendents/District Chiefs on policies relevant to the Code of Conduct and to ensure equity is maintained within all programs and Code of Conduct.
 - Coordinates the school district's student expulsion proceedings.
 - Facilitates the implementation and monitoring of dropout prevention strategies and programs.
 - Collaborates with the Assistant Director of Health Services in the comprehensive, district-wide system of health services, assuring compliance with Article XIV of the PA School Code, including the preparation and submission of all mandated reports to PA Departments of Education and Health.
 - Coordinates with the school District's attendance office and procedures, assuring compliance with Article VIII of the PA School Code, including the enforcement of compulsory school attendance, home and school visitation, issuance of working papers, and distribution of student records.
 - Coordinates and implements the collection and maintenance of student records, assuring compliance with appropriate federal and state laws and regulations.
 - Implements home-schooling, assuring compliance with 13-1327.1 of the PA School Code and school district policy, including submission of appropriate mandated state reports.
 - Oversees and supports the District's foster care students and student and families experiencing homelessness as outlined in the McKinney Vento Act.
 - Collaborate with the Office of Special Education and Human Resources to coordinate temporary medical excusals and homebound instruction and assure submission of appropriate mandated state reports.
 - Create, implement, and monitor a district social emotional support framework.
 - Implement a system of programs and strategies to inspire relevant staff to use data informed, evidence-based, equity-focused, positive behavioral intervention through a multi-tiered system of supports.
 - Performs such other tasks and assumes such other responsibilities as may be assigned or delegated by the Deputy Superintendents and/or the Superintendent of Schools

Supervisory Responsibilities

Performs supervisory responsibilities as assigned by the Chief Academic Officer/Deputy Superintendent. Responsibilities would include interviewing, recommending for hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, and resolving problems. Develops and monitors program and department budgets. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Manages difficult or emotional employee situations judiciously; Responds to employee requests for service and assistance; Solicits parent feedback to improve transportation effectiveness; Meets commitments made to parents and the community; Maintains confidentiality; demonstrates objective approaches to communicating with staff and constituents; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively; Works well with others.

Leadership Skills

Develops workable implementation plans; Makes self accessible to principals and staff; Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Adheres to safety and security procedures; Identifies and resolves problems in a timely manner.

Organizational Skills

Works with accuracy when monitoring all cost-related tasks; Shows respect and sensitivity for cultural differences; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Supports district's goals and values.

Personal Competencies

Exhibits sound and accurate judgment; Treats people with respect; Works ethically and with integrity; Respects confidentiality; Demonstrates persistence and overcomes obstacles; Prioritizes and plans work activities; Uses time efficiently; Approaches others in a tactful manner; Reacts well under pressure; Demonstrates accuracy and thoroughness; Follows instructions, responds to supervisory direction; Takes responsibility for own actions.

Physical Demands

The physical demands described here are representative of those that must be met by an administrator to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, and bend. The administrator is required to use hands to fingers or handle documents, telephone, etc. The administrator is occasionally required to stand;

sit, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position