



## Chief Student Support Officer (CSSO)

### Job Description

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**Reports To:** Superintendent of Schools

**Directly Supervises:**

- Special Education
- Multilingual Learners
- Gifted and Talented
- MTSS & Intervention Services
- Attendance & Truancy Intervention Coordinator
- Counseling, Student Wellness & Mental Health
- Alternative & Transitional Programming
- Equity Compliance and Access

### POSITION SUMMARY

The Chief Student Support Officer (CSSO) serves as the district's senior executive leader responsible for ensuring equitable access, comprehensive supports, and high-quality services for vulnerable and historically underserved student populations.

This role oversees Special Education, Multilingual Learners, Multi-Tiered Systems of Support (MTSS), attendance intervention systems, SEL and mental health services, alternative programming, and equity compliance to ensure every student receives the academic, behavioral, and social-emotional supports necessary to succeed.

The Chief ensures that student support systems are integrated, data-driven, legally compliant, and grounded in equity to provide all students with high-quality educational access.

### CORE RESPONSIBILITIES

#### 1. Special Education Leadership

- Oversees all Special Education programming and ensures compliance with Federal and State mandates.
- Monitors IEP implementation, placement decisions, and student achievement outcomes.

- Ensures equitable identification practices and addresses disproportionality.
- Oversees Extended School Year (ESY), private placements, and specialized programming.

## **2. Multilingual Learners (MLL)**

- Oversees programming and instructional support for multilingual learners.
- Ensures compliance with state and federal language acquisition requirements.
- Aligns language development supports with academic acceleration strategies.
- Monitors equitable access to advanced coursework and enrichment.
- Coordinates support for English Learners with disabilities.

## **3. Gifted and Talented (GT)**

- Oversees districtwide Gifted and Talented identification, programming, and services.
- Ensures equitable and culturally responsive identification practices to address underrepresentation.
- Monitors compliance with state requirements for Advanced Learning Plans (ALPs).
- Aligns gifted programming with academic acceleration, enrichment, and advanced coursework opportunities.
- Supports differentiated instruction and talent development across schools.
- Monitors gifted student growth and access using disaggregated data to ensure continuous improvement.

## **4. Multi-Tiered Systems of Support (MTSS)**

- Oversees districtwide MTSS implementation.
- Ensures alignment of academic and behavioral intervention systems.
- Develops tools and processes for tiered intervention monitoring.
- Monitors intervention effectiveness using disaggregated data.

## **5. Attendance Intervention Systems**

- Designs and oversees district-wide attendance intervention strategy.
- Implements early warning systems for chronic absenteeism.

- Aligns attendance efforts with family engagement and social supports.
- Collaborates with school leaders to ensure attendance plans are executed with fidelity.
- Monitors attendance data to address disparities.

## **6. Counseling, Social-Emotional Learning (SEL) & Mental Health**

- Leads development and implementation of holistic student support systems.
- Oversees restorative practices and behavioral intervention frameworks.
- Coordinates school-based mental health services and partnerships.
- Ensures equitable distribution of behavioral and emotional supports.
- Provides executive oversight of student discipline systems to ensure nondiscriminatory practices.
- Oversees comprehensive school counseling programs.

## **7. Alternative & Transitional Programming**

- Oversees alternative education programs and transitional supports.
- Ensures appropriate placement and individualized plans for students in alternative settings.
- Monitors student progress toward re-engagement and graduation.
- Aligns alternative programming with district graduation pathways in collaboration with CAO.

## **8. Equity Compliance & Access**

- Serves as the oversight authority for Section 504 compliance.
- Ensures compliance with Title IX, Section 504, IDEA, and other federal/state regulations.
- Applies a racial equity lens to the allocation of student supports.
- Monitors disproportionality in discipline, identification, and access to services.
- Develops equity-based performance indicators.
- Ensures students of all backgrounds have equitable access to high-quality programming.

## **PERFORMANCE EXPECTATIONS**

- Reduce disproportionality in special education, gifted identification, and discipline
- Increase attendance rates and reduce chronic absenteeism
- Improve IEP goal attainment rates
- Strengthen MTSS fidelity across campuses
- Expand access to academic counseling, mental health, and SEL supports
- Improve outcomes for multilingual learners
- Increase successful transitions from alternative programs
- Increase equitable identification, access, and academic growth outcomes for Gifted and Talented students

## **QUALIFICATIONS**

### **Education**

- Master's degree required
- Doctoral degree preferred
- Illinois Professional Educator License with General Administrative Endorsement
- Director of Special Education endorsement preferred

### **Experience**

- Minimum five (5) years of leadership experience in student services, special education, counseling, or related areas
- Experience overseeing compliance-driven programs
- Demonstrated success in improving outcomes for vulnerable populations
- Experience implementing MTSS systems

## **LEADERSHIP COMPETENCIES**

- Deep knowledge of IDEA, Section 504, Title IX, and equity compliance frameworks
- Data-driven decision-making
- Cultural proficiency and equity-centered leadership

- Systems alignment across departments
- Strong collaboration with school leaders and community agencies
- Ability to manage complex, sensitive student matters with integrity

#### **GOVERNANCE & REPORTING**

- Reports directly to the Superintendent
- Serves as a member of the Superintendent's Cabinet
- Provides regular student support and compliance reports to the Board
- Evaluated annually based on student outcome metrics and compliance performance

#### **TERMS OF EMPLOYMENT**

Salary, fringe benefits, and work year as established by the Board of Education.

Evaluation: Performance evaluated annually by the Superintendent.

FLSA Status: Exempt

Status: Revised February 2026