

**COLONIAL HEIGHTS CITY PUBLIC SCHOOLS
POSITION DESCRIPTION SUMMARY FORM**

TITLE: **DIRECTOR OF STUDENT SUPPORT SERVICES**

QUALIFICATIONS:

Minimum of a Master's Degree in psychology, social work, counseling, or a related field.

Minimum of three-five years working in an education setting to include school counseling, mental health services, and/or school or district level administration.

Minimum two years of supervisory experience.

Leadership qualities and personal characteristics necessary for working with students, staff members, administrators, and parents.

REPORTS TO: Assistant Superintendent for Instructional Services

SUPERVISES: School counselors, school nurses, school social workers, attendance officer, behavior specialist, family resource coordinator, interpreter, secretary.

JOB GOAL: To design, coordinate and continually improve student health and counseling supports division-wide that promote academic success, attendance, safety, and overall well-being. To develop and implement a division-wide framework for student support services, to include: mental health supports, school counseling programs, homebound instruction, homeschool, alternative education programs, compulsory attendance, school health services and family engagement initiatives. To support teachers and administrators through training, professional development, and clear communication of support guidelines, standards, and framework.

PERFORMANCE RESPONSIBILITIES:

1. Develop strategy and successfully implement student support and health services with the goal of improving academic achievement through wellness, social-emotional learning, and behavioral and mental health support for students PK-12. Align work to Multi-Tiered Systems of Support.
2. Acts as a liaison, consultant, organizer, and key team member with the schools, district, and the community in the integration of services, procedures, and protocols to support children with mental health needs and their families.
3. Use attendance, discipline, health, and achievement data to guide interventions
4. Conduct a needs assessment across the Division to ensure proper alignment of student support service goals and job descriptions.
5. Coordinate and provide leadership for the following programs: school health services, homebound instruction, family resource center, school counseling.

6. Provide leadership and clear role definitions for social workers, behavior specialist, attendance/student hearing officer, related school staff including school counselors and nurses, and contracted services within the framework of improving student outcomes.
7. Coordinate and oversee contracted on-site mental health providers to ensure continuity of service and utilize collaborative data to identify trends, address needs, and evaluate the programs.
8. Align nurses, school counselors, social workers, attendance officer, and teachers under a unified attendance intervention strategy.
9. Develop and standardize procedures for behavior support staff, to include behavior specialist, psychologists, social workers, and teachers/paraprofessionals to ensure effective implementation and integration of evidenced-based practices and services.
10. Provides leadership and supervision of the Social Emotional Learning (SEL) program implementation for students and staff.
11. Develop and coordinate professional development regarding best practices for student support, health and well-being for division staff.
12. Provides leadership for family resource outreach/support initiatives.
13. Serve as a facilitator for the school system for compliance with Title IX.
14. Serve as the division representative on the Health Advisory Board, VDOE district school counselor representative, and leader of the CHPS Mental Health Committee.
15. Provide leadership for the development of curriculum and instructional materials for assigned programs.
16. Perform other related tasks as assigned or required.

PHYSICAL REQUIREMENTS:

Involves limited physical tasks.

Involves frequent traveling to/from schools, school board office, and state and local meetings or professional development.

TERMS OF EMPLOYMENT: 12-month contract, Range III Administrative/Supervisory Salary Scale, as approved by the School Board

EVALUATION: Performance of this job will be evaluated by the Assistant Superintendent for Instructional Services in accordance with provisions of the School Board's policy on Evaluation of Administrative Personnel.