



OSWEGO COMMUNITY UNIT SCHOOL DISTRICT 308 JOB DESCRIPTION

Job Title: Director of Student Services (K-8th grade)
Location: District Administration Center
Division / Department: Student Services
Reports to: Assistant Superintendent of Student Services
Level / Grade: Certified Administrator
Type of Position: Full - time
Hours / Work Year: Exempt / 12 month

General Description:

The Director of Student Services is a leadership role responsible for advancing cohesive, systemwide student services practices across schools that foster a positive, safe, and supportive school environment, while designing and monitoring systems to support the academic, behavioral, social-emotional success of students in our school district.

Responsibilities:

- Collaborates with school leadership teams (by level) to design, deliver, and sustain high-quality professional learning aligned to Strategic Plan objectives, district initiatives, and identified building needs to ensure coherence across the K-12 system
- Advises and supports building leaders and district administrators on complex, student-centered matters including discipline, attendance, crisis response, equity considerations, and multi-tiered systems of support.
- Responds to and resolves parent/guardian concerns by facilitating timely communication, clarifying expectations, and ensuring consistent, policy-aligned decision-making across schools.
- Serves as a mentor and instructional leader for building administrators through coaching cycles, problem-solving consultations, and differentiated capacity-building support tailored to experience level and role fostering strong partnership and leadership alignment between district and building administration.
- Leads communication with families and school teams regarding student discipline through School Code, Board policy, and Student Rights and Responsibilities while emphasizing due process, fairness, and consistency.
- Designs and supports districtwide behavior systems including Positive Behavioral Interventions and Supports (PBIS), restorative practices, and prevention/intervention programming to strengthen school climate and reduce exclusionary outcomes, ensuring alignment across grade levels.
- Designs, implements, and continuously monitors districtwide attendance and truancy systems to ensure consistent procedures, accurate documentation, and legally compliant interventions; advances comprehensive attendance improvement strategies through ongoing data analysis, targeted supports, and strong partnership with building leaders to reduce chronic absenteeism.
- Supports the development, implementation, and continuous improvement of district and building-level crisis response and emergency operations plans; provides coordinated district-level crisis support, including consultation, on-site response, coordination of supports, and follow-up planning with school teams and families.

- Collaborates with internal and external stakeholders on threat assessment processes to strengthen prevention, ensure timely interventions, and support safe, supportive learning environments, while ensuring district-level oversight and consistency.
- Monitors attendance boundary exception processes to ensure consistency, appropriate approvals, and accurate recordkeeping.
- Supports residency verification and compliance processes by collaborating with enrollment teams, families, and relevant departments to ensure adherence to district requirements and applicable law.
- Serves as a Title IX Investigator by conducting prompt, thorough, and impartial investigations, maintaining documentation, coordinating supportive measures, and ensuring procedural compliance under the guidance of the Title IX Coordinator.
- Collects, analyzes, and validates student services data to inform decision-making and support accurate local student information system reporting; collaborates in the preparation and submission of state and federal reports by coordinating inputs and verifying data integrity.
- Designs and delivers professional development for district and building administrators (EC-12+) aligned to student services priorities, discipline practices, attendance systems, crisis response, legal updates, and emerging trends.
- Available before and after school hours to monitor and/or respond to district and building-level emergency or crisis situations.
- Performs other duties as assigned to support district priorities, operational needs, and student success.

Qualifications:

- Master's Degree in Education or Leadership with a valid Illinois Professional Educator License with General Administrative or Principal endorsement

Knowledge, Skill, and Ability Requirements:

- Knowledge of current educational practices including social emotional learning, student behavior and restorative practices
- Strong work ethic, and ability to maintain high standards of professionalism at all times
- Demonstrated ability to perform duties under stress and produce high-quality work while adhering to strict deadlines
- Sound understanding of the principles and best practices associated with school district budgeting and financial management
- Excellent interpersonal, communication, organizational, and time management skills
- Ability to adapt to changing educational environments and priorities
- Knowledge of state and federal regulations related to student well-being and support services in schools