

**OSWEGO COMMUNITY UNIT SCHOOL DISTRICT 308  
JOB DESCRIPTION**

Job Title:	Director of Student Services (K-5 and 6-12)
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 fostering a positive and inclusive school environment while implementing systems to support the academic, behavioral, social-emotional success of students in our school district.

**Responsibilities:**

- Collaborates with all buildings at their respective level to develop and sustain consistent, meaningful, and effective professional development activities aligned with the Strategic Plan
- Works with building leaders and district administration regarding student related concerns
- Addresses parent's concerns from buildings in regards to students issues
- Works as part of the administrative team through the administrator evaluation
- Works as a mentor and coach to all types building leaders
  
- Communicates with parents and school teams regarding student discipline, School Code and Student's Rights and Responsibilities
- Serves as mediator in matters of appeal between parents and school teams
- Supports collection and reporting of school/district discipline data for state and federal reporting
- Develops programs to support district wide positive behavioral support systems and restorative practices
- Liaison with local law enforcement agencies in all matters of student discipline
- Assists with coordination of district and school crisis response and emergency response plans
- Assists with coordination of first responders (police, fire, emergency)
- Supports district level crisis intervention
- Implements student attendance and truancy processes and procedures
- Supports district wide efforts to increase attendance
- Assists with coordination and monitoring of student attendance boundary exceptions
- Supports residency requirements and compliance
- Collaborates with internal and external stakeholders on threat assessment



- Serves as a Title IX Investigator
- Collects and reports school/district data for state and federal reporting
- Supports and collaborates on the creation of state and federal reports
- Performs other duties as assigned

**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 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