



# Director, Wrap Around Student Support

<b>Reports to:</b>	Executive Director	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Student Support	<b>Structure/Grade:</b>	Unified 132
<b>Division:</b>	Wrap Around	<b>Workdays:</b>	246
<b>Retirement:</b>	Teachers Retirement System		

## Position Summary

Provides districtwide oversight for a comprehensive range of student support services and Title IV compliance. Manages the development of community schools and wrap-around services, collaborating with school leaders and community partners to address students' cognitive, social, emotional, health, and safety needs in order to maximize student achievement. Provides strategic input on the organization's long and short-term plans, translating plans into objectives for the assigned function and aligning assigned teams towards common goals.

## Essential Job Duties

- Provides leadership and oversight to districtwide student support programs, including after-school initiatives, expanded learning programs, and other related activities.
- Develops and manages wrap-around services that support student achievement and well-being, including healthcare, mental health support, mentoring, and provision of food pantries.
- Facilitates the integration of community resources within schools to enhance student support services and engage families.
- Coordinates professional development opportunities for staff providing student support services, as well as the implementation of Social Emotional Learning initiatives for the district.
- Mediates employee conflicts and facilitates communication between staff to ensure a collaborative work environment.
- Supervises and evaluates Student Support program staff while ensuring compliance with federal, state, and school system regulations.
- Manages Student Support programs' budgets, monitors daily operations to ensure adherence to established guidelines, and recommends new or revised policies as needed.
- Builds key partnerships with community stakeholders to strengthen community ties and assesses program requirements through needs assessments.
- Provides technical assistance by participating in conferences, professional learning opportunities, and parent meetings, and coordinates interventions for students in need of additional support.
- Analyzes data to inform decisions and improve practices.
- Supports the professional growth of staff by providing direction, support, and constructive feedback.
- Provides input into overall financial plans, maintaining fiscal accountability.



- Provides guidance to the teams, including through times of risk and uncertainty, aligning teams towards common goals.
- Performs additional duties as assigned.

### Qualifications

- Academic: Master's degree in closely related area with a minimum of five (5) years previous experience with demonstrated successful advancement through the teaching and/or school or school system administrative hierarchy required.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level NL-5 or above required.
- Non-Academic: (Operations, Finance, Information Technology, Human Resources)- Master's preferred and 5+ years of leadership experience. If Master's degree is not held, Bachelor's degree and 9+years of progressive field based leadership experience required. GAPSC Support Personnel License required.

### Knowledge, Skills, and Abilities

- Knowledge of child development principles and practices
- Knowledge of federal and state laws pertaining to public and alternative education and child welfare, including Department of Child Support Services (DCSS) regulations
- Knowledge of Title IV financial aid programs, social-emotional learning (SEL) methodologies, and English Language Learners (ELL) programs
- Knowledge of leadership principles and change management strategies
- Knowledge of budget management and fiscal management practices
- Good computer skills, including the ability to use all relevant software
- Ability to make critical strategic decisions that have a significant impact on the organization
- Strong leadership and team-building skills, with the ability to lead managers and senior managers and align teams toward common goals
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization
- Superior critical thinking and problem-solving abilities
- Excellent data and financial analysis skills and the ability to maintain fiscal accountability for assigned functions
- Ability to translate broad strategic plans into objectives for assigned functions
- Superior communication skills and the ability to interact with other organization leaders, providing thought and pushback on ideas
- Ability to represent the organization internally and externally, and coordinate and collaborate with federal, state, regional, and local organizations

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

*Reviewed/Revised: 12/17/2025*



### Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

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