

JOB PROFILE: Director of Student Services

Reports to: Assistant Superintendent for Secondary Education

Classification: Administration

Hours/Day: Business Hours

Days/Year: 260

Purpose/Summary

Under the direction of the Superintendent, and in cooperation with the Executive Council and other Administrators, the Director of Student Services shall assist the Superintendent in providing leadership, vision and strategic direction and program development to achieve, and maintain the best possible educational programs and services for all students with across-the-board consistency and continuity when meeting individual student needs and enhancing programs and services.

Essential Duties and Responsibilities

- Provides leadership for total operations and outcomes for school counseling, student assistance, special education, gifted education, psychological services, social workers and health services.
- Serves as a member of the Superintendent’s Executive Council and attends and participates in all required meetings and events as Central Office Administration, including Board meetings.
- Collaborates with Executive Council members to promote the coordination of efforts and works with building Principals on issues related to these services.
- Provides timely, accurate, and complete information to the Board of School Directors, Superintendent, Executive Council, Administrators, Supervisors, and Coordinators through reporting, presentation, discussion and participation at the Board of School Directors’ meetings.
- Prepares sections of the Comprehensive Plan including the 339 K-12 Guidance Plan, Gifted Education Plan, and Special Education Plan.
- Prepares the annual budget for the Department and monitors Departmental expenditures, completes necessary budget transfers in a timely manner and investigates and researches cost reduction alternatives.
- Collaborates efforts for grant writing and engages in the implementation of all grant-funded projects for the Department.
- Facilitates meetings, workshops, and seminars for the purpose of identifying issues, developing recommendations, supporting staff, and serving as the District representative for all areas of pupil services including but not limited to special education, gifted education, health services, school counseling, psychological services, homebound instruction, home school instruction, and 504 plans.
- Oversees and assists Coordinator(s) of Special Education in all department programs, activities, and functions, including the coordination of program components, support needs, and materials for the purpose of delivering student services which adhere to established guidelines.
- Ensures compliance with organizational policies and procedures as well as federal and state

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regulatory requirements.

- Acts as a liaison with local government agencies and the Pennsylvania State Department of Education on issues related to compliance.
- Researches proposed State legislation and various topics required to manage special education, health services, psychological services, gifted education, and 504 programs and services for the purpose of developing new programs and services, ensuring compliance, securing general information and responding to requests.
- Ensures the accuracy of student information as it pertains to the filing of necessary reports with the utmost confidentiality and compliance with FERPA, federal and state regulations.
- Continually enhances and manages communication with all parents, staff, administration, and Board Members. Responds to all parental inquiries and concerns within a timely manner and establishes service delivery expectations and protocols for school counseling, IEP's, GIEP's, homebound instruction, 504 plans, and programs designed for students with all levels of abilities.
- Coordinates early entrance to kindergarten, Alternative Education Programs, and the PBIS Programs.
- Represents NASD as the community's advocate (e.g. informal hearing officer for parents who request mediation) for the purpose of representing children, and the well-being of all children who are gifted or disabled, and for parent and community involvement.
- Serves as Compliance Officer for ADA/504 complaints.
- Serves as a Title IX Coordinator for the District.
- Participates as a member of various advisory committees and represents the District.
- Assists fellow administrators in addressing issues and concerns with student behavior as it relates to safety and classroom functionality.
- Addresses all employee relations issues and concerns within the assigned departments in a timely manner, following established processes related to progressive discipline, professional development, communication, and performance evaluation.
- Manages, provides development opportunities, and conducts the annual written performance evaluation of direct reports, including the Coordinator(s) of Special Education Pupil Services, School Psychologists, and Departmental Secretary.
- Oversees the annual development of individual and departmental goals and provides direction and guidance throughout the process.
- Interviews candidates for teaching, administrative, paraprofessional, and other positions and make recommendations for hiring and assignment.
- Manages, provides development opportunities, and conducts the annual written performance evaluations for the Supervisor of Special and Gifted Education and Administrative Assistant.
- Fulfills other duties and tasks assigned by the Assistant Superintendent for Secondary Education and/or Superintendent of Schools.
- Oversight of English Language Department (ELD) and the compliance of the program K-12.

Education and/or Experience

- Master's Degree in Education, Special Education.
- Advanced Degree in Education, Special Education, or Human Development preferred.
- Five years' experience in Educational Administration, including Building Level Administration preferred.
- Title IX Enforcement preferred.

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Certifications, Licenses, Registrations

- One or more of the following required:
 - PA Administrative certification
 - Supervisor of Special Education certification
 - Supervisor of Pupil Services certification
 - Superintendent's Letter of Eligibility
 - Commensurate endorsement
- Child Abuse History Clearance
- PA Criminal Record Check
- FBI Fingerprint Clearance
- Act 126: Mandated Reporter of Child Abuse Training through approved provider established by the Pennsylvania Department of Education
- Act 168: Sexual Misconduct Abuse Disclosure Release

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge and Abilities

Knowledge of the K-12 academic environment with emphasis and expertise in the areas of psychological services, school counseling, health services, student assistance, special education, and gifted education.

Working knowledge of Pennsylvania and Federal education laws/regulations and policies; including IDEIA, Chapter 15 Regulations, Chapter 14 Regulations, Section 504 of the Rehabilitation Act of 1973, and ESSA.

Academic Skills – Ability to apply State and federal laws and regulations. Ability to understand industry trends, generate updated policies and procedures and apply said procedures efficiently and effectively. Ability to read and interpret legal guidelines and expectations diplomatically. Ability to implement strategies to support all aspects of student services.

Language Skills – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand. Ability to read, analyze, and interpret information in order to communicate effectively with District staff. Strong ability to write effectively for numerous applications.

Math Skills – Knowledge of computational mathematics as it relates to budgets, projections, and trends. Ability to think creatively and develop ideas for reducing costs.

Technology Skills – Ability to apply best practice technology to create efficiencies, improvements, and enhanced outcomes. Demonstrated competency with large data bases and ability to manage confidential information. Ability to develop spreadsheets to manage and provide data as requested.

Other Skills and Abilities

- Excellent supervisory, administrative, communication, interpersonal, and leadership skills.
- Must be a self-starter who independently manages his/her time and work assignments.
- Ability to exhibit a high level of confidentiality.
- Must exhibit strong interpersonal skills and the ability to be open and adjust to change quickly.
- Must possess a strong attention to detail and the ability to multi-task and manage competing priorities.
- Strong customer service skills and the ability to make good decisions on behalf of the District.
- Must develop effective coping strategies for dealing with the high expectations, frequent demands, and significant responsibility of effectively supporting a large District with a large number of stakeholders.
- Ability to work cooperatively with all internal and external stakeholders and to create consensus among disparate agencies and other stakeholders with competing interests.
- Organizational skills in handling and directing multiple and complex assignments and projects.
- Ability to respond to common inquiries or complaints from employees.
- Skill in working effectively in a team environment with a customer service focus.
- Possess a high degree of imagination, patience, creativity, sound judgment, and problem-solving capabilities.
- Ability to make equitable decisions with sound emotional and independent judgment.
- Must be able to concentrate with numerous interruptions.
- Maintain effective working relationships with administrators, students, parents, staff, and the community.
- Ability to understand and facilitate needs of various personality types.
- Ability to perform duties with awareness of all District policies and professional obligations.
- Ability to establish and maintain positive and effective working relationships with all stakeholders.
- Ability to engage in self-evaluation regarding leadership, performance, and professional growth.
- Ability to maintain diplomacy through problem-solving and creative thinking.
- Ability to present to large and small groups in a public setting.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a LIGHT Physical Demand Characteristic of Work position according to the physical demands' strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up

most of the time.	constantly or requires walking or standing to a significant degree.	running or climbing.	constantly.	to 20-50 lbs. constantly.
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Work Environment

The work environment will vary from potentially very loud situations such as cafeterias and playgrounds to more moderate situations such as small group, office, classrooms or large group professional settings. Most time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.

Primary Work Location


Office Environment	Shop
Classroom/Building	Vehicle
Outdoors	Travel

Physical and Non-Physical Demands Key

C - Continuously	F - Frequently	O - Occasionally	R - Rarely	N - Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs

Standing	O	Crawling	N
Sitting	F	Bending	R
Walking	F	Twisting	R
Lifting	O	Climbing	R
Carrying	O	Balancing	R
Pushing/Pulling	O	Vision	C
Reaching	F	Hearing	C
Handling	F	Talking	C
Fine Dexterity	C	Foot Controls	N
Kneeling	R	Teamwork	C
Crouching	R	Tedious or exacting work	C
Time Pressures	C	Noisy or distracting environment	F

Emergency Situations	F	Multi-Building Travel	F
Frequent Change of Tasks	F	Other (Specify):	
Irregular Work Schedule/Overtime	F	Other (Specify):	
Multi-Tasking	C	Other (Specify):	

<i>The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.</i>	
Director of Human Resources Signature	
Date of Approval	5/7/2026