



JOB TITLE	DEPARTMENT	REPORTS TO
Director of Student Services	Student Services	Executive Director of Student Services and Exceptional Student Education

<b>Position No:</b> 61005	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> AD13	<b>Date Approved:</b> 1/27/98
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 2/12/02; 4/19/17

MINIMUM QUALIFICATIONS
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1. Master's Degree or higher with Florida Certification in Administration and Supervision, Educational Leadership or School Principal.
2. Three (3) years of successful teaching experience.
3. Three (3) years of successful supervisory and administrative experience in Student Services.
4. Knowledge of State Statutes and Regulations related to Student Personnel Services.
5. Demonstrated ability to work with diverse groups.
6. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
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1. Enforces compulsory attendance and assists in providing an accurate system of attendance accounting and maintains, through the Records Center and ITS Department, and the Student Information System for all children enrolled in the district.
2. Provides leadership for the district student health plan, collaborates with community health agencies and enforces immunization laws and regulations.
3. Provides leadership and assistance for G.E.D., Child Abuse Awareness, and Home Education programs.
4. Provides leadership in development of guidance, social skills, violence prevention, drug abuse awareness, and crisis intervention.
5. Assists the Superintendent and staff with a continuous review and development of policies and School Board Rules for recommendation to the School Board.
6. Assumes responsibility as the district's immigration contact person, student equity coordinator and 504 coordinator, and Transfer Appeals Officer.
4. Investigates and monitors OCR complaints and grievances related to Section 504 while serving as the Student Equity Coordinator.
8. Works with community agencies and shared services committee in developing services for identified children in need of services throughout the district (such as shoes, clothing, eyeglasses, hearing aids, textbooks, and other health and human services).
9. Assists in the supervision of the work of the Program Specialists of psychological services, social services, the Coordinator of Health Services, social workers, school psychologists, attendance liaison, and other personnel in the unit and evaluates their activity.
10. Provides leadership in developing effective school-based student problem solving teams to ensure timely psychoeducational evaluations and appropriate placement decisions.
11. Serves on the district Expulsion Review, DJJ Intake and Code of Conduct review committees as well as other committees deemed appropriate by the Executive Director of Student Services and Exceptional Student Education.
12. Directs, coordinates, and monitors the implementation of Section 504 and ADS federal regulations.
13. Monitors data from student referral process to ensure evaluations are completed within a 60 day timeframe as required by both federal rule and Florida Statute.

14. Performs other duties as may be assigned by the Executive Director of Student Services and Exceptional Student Education.

**PHYSICAL DEMAND CLASS:**

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.