



DIRECTOR OF STUDENT SUPPORT SERVICES



Job Overview

The Director of Student Support Services is responsible for assisting the Executive Director of Student Support Services in overseeing the SSS department, which includes special education, 504, social workers and homebound services. The Director of Student Support Services also assists the Executive Director in planning, evaluating, developing, implementing, and maintaining services in compliance with federal, state, and district laws and/or guidelines.

This job reports to the Executive Director of Student Support Services.

Job Functions

- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Coordinates program components and evaluate needs and materials for the purpose of delivering services which conform to established guidelines.
- Assists in activities that lead to developing and managing assigned budget(s), expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Facilitates meetings, workshops, seminars, etc. (e.g., IEPs, trainings, etc.) for the purpose of supporting district staff and serving as a district representative.
- Participates in a wide variety of meetings (e.g., training, committees, IEPs, etc.) for the purpose of providing and/or receiving information.
- Performs personnel functions (e.g., interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Organizes and evaluates a wide variety of often complex materials (e.g., budgets, IEPs, grants, district practices, etc.) for the purpose of meeting compliance requirements and/or providing supporting materials for requested actions.
- Supervises staff and responds to issues involving staff for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Represents the District in working with external parties (e.g., stakeholders, partnerships, grantors, etc.) for the purpose of promoting positive relations and enhancing related educational services.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Travel

Travel to local and national meetings and conferences may be required a few times per year.

Working Environment

This job is performed in a generally clean and healthy environment.

Generally, the job requires 70% sitting, 15% walking, and 15% standing.

Physical requirements: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Qualifications

Minimum experience: 5 years job related experience within specialized field with increasing levels of responsibility.

Minimum education: Master's degree in job related area.



The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Skilled in performing multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
- Skilled in operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.
- Knowledge of pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; instructional procedures and practices; age-appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.
- Able to effectively communicate to a wide range of stakeholders and to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment.
- Able to independently work with others in a wide variety of circumstances; work and communicate with a significant diversity of individuals and/or groups.
- Able to independently problem solve in order to analyze issues and create action plans.
- Able to adapt to changing work priorities; meet deadlines and schedules; set priorities; work as part of a team; and work with detailed information/data.
- Able to work independently under broad organizational policies to achieve organizational objectives; assist in managing a department; and supervise the use of funds for multiple groups. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Required Testing: None Specified

Continuing Education/Training: Maintain Certification

Required Certificates and/or Licenses: Special Education Teaching, School Psychology, Speech-Language Pathology, or Gifted Education certification

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Professional

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