



## EXECUTIVE DIRECTOR OF STUDENT SUPPORT SERVICES



### **Job Overview**

The Executive Director of Student Support Services is responsible for overseeing all aspects of the district special education program. In addition, the Executive Director of Student Support Services oversees all 504 services, Social Workers, and homebound services. The Executive Director of Student Support Services also serves as a resource to others by planning, evaluating, developing, implementing, and maintaining services in compliance with federal, state, and district laws and/or guidelines.

This job reports to the Assistant Superintendent of Teaching, Learning, and Assessment.

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### **Job Functions**

- Collaborates with internal and external personnel (e.g. other administrators, teachers, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining assigned services and programs.
- 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.
- Develops and manages 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.
- Maintains districts services and implements new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. due process hearings, district liaison, special education parent groups, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a district representative.
- Participates in a wide variety of meetings (e.g. board meetings, training, hearings, 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.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Researches a variety of topics required to manage special education and 504 programs and services (e.g. relevant policies, new federal and state statutes, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, and parental requests for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

*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 standard office environment and 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.
- Skilled in speaking persuasively to implement desired actions; and analyzing situations to define issues and draw conclusions.
- 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 making judgements.
- 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; manage 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 Licensure

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

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Exempt

**Employee Type:** Professional

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