**Job Title**: Director of Student Services

**Summary**: It is the responsibility of the Director of Student Services to provide leadership to the support services and alternative education programs in order to facilitate student access to student support services and alternative education program options.

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Supervises all aspects of the District’s pupil personnel services program.
* Assists in the recruitment, selection, and evaluation of pupil personnel services staff.
* Coordinates the provision of services to all at-risk students and home- and hospital-bound students.
* Works with the Assistant Principal to administer the summer school program.
* Works with the Assistant Principal to administer the staff mentoring program and provide new teacher inservice sessions.
* Supervises the collection and dissemination of student grades.
* Coordinates the Honors Night program.
* Serves as educational liaison to the Technology Center of DuPage.
* Coordinates the free- and reduced-price lunch program.
* Coordinates state testing programs (e.g. Prairie State Achievement Examination, etc.).
* Coordinates all Section 504 student placements.
* Serves on committees as delegated by the Principal (e.g. Class Size, Staff Development, etc.).
* Supervises the collection of student fees and fines.
* Provides oversight for the creation of the Master Schedule.
* Assumes responsibility for new student enrollment during the school year.
* Coordinates 8th grade Open House and student transition from 8th grade to high school.
* Chairs student intervention team and formalized parent conferences teams.
* Coordinates foreign exchange student program.
* Coordinates services for homeless students.
* Coordinates the production of the annual course description handbook.
* Organizes student recognition efforts (e.g. PAWS awards and breakfast, etc.).

**Supervisory Responsibilities**: Administrative Assistant to the Assistant Principal and the Director of Student Services, Administrative Assistant to the Counseling Department, certified support services staff (counselors, etc.), certified alternative education staff (teachers), non-certified alternative education staff (program assistants), homebound tutors, Registrar, Certified School Nurse

**Education, Certification, and Experience**:

* ISBE Type 75 General Administrative or Type 10 Supervisory Certificate
* ISBE Secondary Teaching Certificate or Type 73 School Service Personnel Certificate
* Related Master’s Degree or better from an accredited college or university
* Previous administrative experience preferred

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Demonstrated leadership ability
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to make independent decisions in accordance with established policies and procedures
* Ability to deal with difficult situations courteously and tactfully

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | S | Kneel | S | Lift/Carry > 50 lbs. | S | Push/Pull > 50 lbs. | S | Talk | F |
| Climb Stairs | F | Lift/Carry under 10 lbs. | S | Push/Pull under 10 lbs. | O | See | F | Twist | O |
| Crawl | S | Lift/Carry 10-25 lbs. | S | Push/Pull 10-25 lbs. | S | Squat | S | Walk | F |
| Hear | F | Lift/Carry 25-50 lbs. | S | Push/Pull 25-50 lbs. | S | Stoop/Bend | O |  |  |

**Calendar/Work Schedule and Compensation:**

Annual Calendar: 11-month calendar

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

\_\_\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

\_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

\_X\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Principal

**Classification**: \_X\_ Administrative

\_\_\_ Supervisory

\_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

\_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

\_\_\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_\_\_ Non-Exempt from overtime under the Fair Labor Standards Act

\_X\_ Exempt from overtime under the Fair Labor Standards Act