

JOB DESCRIPTION
Nogales Unified School District #1

STUDENT SERVICES DIRECTOR

Purpose Statement:

The job of STUDENT SERVICES DIRECTOR is done for the purpose/s of implementing and maintaining pupil service programs and services in conformance with district and state objectives; providing written support and/or conveying information; serving as a resource to other school personnel, the Board and other districts; and maintaining adequate staffing to ensure that objectives of programs and services are achieved within budget guidelines.

This job is distinguished from similar jobs by the following characteristics: Knowledge of gifted, grants, regular, vocational and special education, instructional, curricular theory/practice, components of effective instruction, strategic planning, and developing a professional community of learners. Experience in resource allocation for education programs, human resources, physical/equipment, and working with teachers, curriculum specialists, principals on instructional curricular issues, program evaluation, integration of literacy and implementation of standards-based curriculum. Masters in educational leadership/public administration. Three years experience as principal/district administrator. Any equivalent combination of education and experience that meets the minimum requirements.

This job reports to ASSISTANT SUPERINTENDENT OF CURRICULUM, INSTRUCTION AND ACADEMIC

Essential Functions

- Collaborates with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and/or maintaining services or programs, and to identify and assess student needs.
- Develops long and short range plans/programs and annual budget for the purpose of ensuring that the district's resources are effectively utilized, and to improve student achievement for all students.
- Develops NUSD strategies for the purpose of implementing education policy directives.
- Evaluates programs and/or projects for the purpose of carrying out and achieving objectives within area of responsibility.
- Manages and oversees program components (e.g. program design for exceptional education, gifted education) for the purpose of delivering services which conform to established guidelines and regulations.
- Manages and work with staff for the purpose of identifying students who are not making adequate academic progress and design appropriate interventions.
- Manages resource allocations and curriculum enhancements for the purpose of ensuring that they are based on needs assessment.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Monitors NUSD compliance with IDEA, ADA, OCR, CRDC for the purpose of ensuring District is in compliance with federal and state regulation.
- Monitors projects, grants (in conjunction with Grants Coordinator) and programs (e.g. Medicaid, IDEA, Gifted) for the purpose of ensuring that services comply with district, state and federal requirements.
- Oversees registration, and open enrollment processes for the purpose of ensuring compliance with district goals, procedures, policies and applicable regulations.
- 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.
- Plans and provides oversight of special education, gifted, health services, registration and open enrollment for students PreK-12 with NUSD for the purpose of ensuring programs are administered within the policies and procedures of the District.

- Represents NUSD 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.

Other Functions

- Assists other personnel (e.g. Administrators with school improvement plan) for the purpose of supporting them in the completion of their work activities.
- Coordinate with administrators and staff for the purpose of providing staff development to improve achievement of all students.
- Facilitates meetings, processes, etc. for the purpose of implementing and maintaining programs and services which achieve district's desired objectives.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Provides principals with current research-based models for the purpose of use in identification of exceptional education students and for intervention in their academic progress.
- Researches a variety of information (e.g. current practices, instructional materials, methods, curriculum guidelines, concerns etc.) for the purpose of developing new programs and/or master plans.
- Researches parent and staff concerns for the purpose of counseling them on program content, their obligations and responsibilities and negotiate solutions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analytical skills, applying assessment instruments, interpersonal skills, planning and managing projects, preparing and maintaining accurate records, quality customer service skills, using pertinent software applications, verbal and written communication skills, coaching skills to engage educators in conversations necessary to improve instruction and to meet specific needs of students, supervisory and management skills, diplomacy skills, presentation skills, collaborative skills, and strong organizational skills.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities/developmental stages, pertinent codes, policies, regulations and/or laws (special education, immigration, open enrollment, student rights, gifted and talented, health services, transportation, deaf and blind, FERPA), working knowledge of school system to include different levels - elementary, middle and high school, alternate AIMS testing, diverse disabilities and assistive technology, working knowledge of grants management,

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities, working and communicating with culturally diverse groups (district, parental, governmental agencies) - both written and orally, establishing effective relationships, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, bilingual preferred, and ability to travel in and out of state.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds for multiple departments. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 10% sitting, 10% walking, and 80% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Masters degree in job related area.

Required Testing

None specified

Certificates & Licenses

Arizona Principal Certification

Continuing Educ. / Training

Maintain Arizona Certification, Maintain Fingerprint Clearance Card

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Administrative A2

Job description available upon request