

**MONONA GROVE SCHOOL DISTRICT**  
**Position Description**

**Position Title:** Director of Student Services

**Department/Location:** Student Services- District Office

**Reports To:** Superintendent

**Employees Supervised:** District Office Student Services Personnel

**POSITION SUMMARY:**

Under the direction of the Superintendent, the Director of Student Services is responsible for directing the planning, development, organization, management, and implementation of all aspects of Student Services programs of the District which include student health services, psychological services, social work services, guidance services, homebound services, special education services, Section 504, English Language Learner services, and other student services. The Director of Student Services ensures compliance with laws, codes, and regulations related to Student Services; evaluates assigned personnel; and performs related work as required.

**PERFORMANCE RESPONSIBILITIES:**

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

**Essential Functions**

1. Collaborate with building administrators, district administrators, staff, and parents, for the purpose of implementing and/or maintaining services or programs, and identifying and assessing student needs.
2. Ensure the seamless delivery of support services for students through cooperative, collaborative, and timely efforts with building administrators, district administrators, staff, parents and external organizations and agencies.
3. Develop long and short range plans, programs, and an annual budget for the purpose of ensuring that District resources are effectively utilized, and improve student achievement for all students.
4. Recommend development of and/or revisions to policies, regulations, and procedures in compliance with federal and state regulations as they related to specific program areas and/or services for students.
5. Develop and implement approved programs and/or services to meet the needs of students, parents, and schools.
6. Monitor and oversee all professional development activities provided by the Student Services Department.
7. Monitor projects, grants, and programs (e.g. Medicaid) to ensure that services comply with district, state and federal requirements.

8. Demonstrate knowledge of service delivery techniques and their relationship to the goals and objectives of the curriculum and instructional program.
9. Direct the individualized education program (IEP) team evaluation process in a manner consistent with state and federal requirements.
10. Evaluate the effectiveness of services using a variety of techniques and strategies.
11. Serve as a liaison between the Student Services Department and the schools and external groups/agencies/courts.
12. Oversee registration and enrollment processes for the purpose of ensuring compliance with district goals, procedures, policies, and applicable regulations.
13. Supervise and evaluate assigned staff.

#### Additional Job Functions

1. Prepare federal, state, and/or local reports as directed by the Superintendent.
2. Attend professional meetings, conferences, institutes, etc. to keep abreast of current trends and practices.
3. Attend Board of Education meetings.
4. Attend Principal meetings and Administrative Team meetings.
5. Facilitate the development of appropriate partnerships with businesses, social service agencies and other organizations whose purposes are consistent with the district's mission and participate in related activities when appropriate.
6. Facilitate meetings and processes for the purpose of implementing and maintaining programs and services which perform functions.
7. Perform other related duties as directed by the Superintendent.

#### **QUALIFICATIONS:**

##### Experience, Training, and Licensure

1. Valid Wisconsin Director of Special Education and Pupil Services license required.
2. Master's Degree in School Administration or closely related field required.
3. Five or more years of leadership or supervisory experience in education preferred.

##### Knowledge, Skills, and Abilities

1. Knowledge of assessment, data analysis, and accountability systems.
2. Knowledge of Wisconsin Educator Effectiveness, coaching models and teacher development.
3. Ability to establish and maintain effective relationships with staff and public.
4. Ability to effectively supervise the work of others.
5. Working knowledge of using technology to transform teaching and learning.

## **WORKING CONDITIONS:**

### Work Environment

1. Indoor office environment.
2. School environment.
3. Travel between buildings is required.

### Physical Tasks

1. The person in this position needs to be able to move about inside school buildings to visit classrooms and attend meetings outside of his or her office.
2. The person in this position must be able to transport himself or herself to all school locations within the District.
3. The person in this position must be able to remain in a stationary position 50% of the time.
4. The person in this position must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
5. The person in this position must be able to converse with administrators and staff, and must be able to exchange accurate information with such individuals.
6. The person in this position must be able to observe teachers in their classrooms.

*Disclaimer: This position description is subject to change at any time.*

**Board Approved: February 10, 2016**