



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Director of Student Services

Supervisor: Superintendent

Qualifications:

- Hold or eligible for WV Professional Administrative Certificate with endorsement for Supervisor General Instruction PK-12
- Master's Degree Required, Education Administration or Special Education Preferred
- Administrative experience (5+ years) preferred
- Three or more years special education teaching experience preferred
- Knowledge of Special Education, related federal programs
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation.

Job Goals:

- To direct and oversee Special Education, Attendance, Testing, and WVEIS.
- To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible student service education programs.
- To provide leadership in the development, implementation and evaluation of student service education programs.
- To administer, manage and direct the Office of Student Services.
- To enable all students to benefit from their educational opportunities to the fullest by eliminating, as far as possible, those problems that prevent or interfere with student learning.

Duties/Responsibilities

1. Oversees the guidance, psychological, health, attendance and social casework services of the county as it relates to special needs students.
2. Plans and carries out an effective system-wide guidance and counseling program.
3. Collaborates with teachers, principals and other school personnel in sharing information and understanding about a student and establishes and plans for respective roles in the modification of the student's behavior.
4. Directs case study services for students including the identification, diagnosis, follow-up and referral of students with problems related to attendance, mental health, or learning disabilities.
5. Serves as a consultant to curriculum development committees.
6. Oversees the evaluation and interpretation of the educational progress of identified special needs students.

7. Directs the collection of statistical data required in planning and evaluating educational programs.
8. Directs the planning and implementation of the related testing program.
9. Assumes responsibility for the accuracy, validity and interpretation of results from use of the testing program.
10. Oversees the organization and maintenance of the student attendance accounting system and supervise the maintenance of student records and reports.
11. Monitors the student record system to ensure that approved information is kept current in student cumulative record folders.
12. Provides or recommends appropriate special services for groups of exceptional students and their parents.
13. Oversees the placement of individual students with special needs in those educational situations best suited to their requirements.
14. Assist in implementing state department regulations and in developing special education programs.
15. Conducts a continuing study of dropouts and graduates.
16. Assumes responsibility for the professional guidance, supervision, development and evaluation of testing specialist, guidance counselors, and psychologist, attendance, speech and hearing therapists.
17. Conducts in-service workshops and training and development programs for members of the Student Services department and related district staff.
18. Meets with parent advisory groups and advisory councils associated with student services.
19. Establishes appropriate programs to provide information and assistance to parents of children needing specialized programs.
20. Promotes the student services program of the district through communications sources in the system and the community.
21. Establishes good public and employee relations.
22. Establishes effective liaison with the various offices agencies within the community that may provide specialized or professional help to students and their parents and serves as the referral agency to those offices and agencies.
23. Establishes effective working relationships with other institutions for the community, region and state that may be of use to teachers, parents or students.
24. Provides for the submission of all state and federal grants for student services.
25. Seeks grant funding for student services
26. Directs and supervises the budget expenditures of state and federal entitlements.
27. Works cooperatively with the central staff to develop the county budget.
28. Prepares and administers the Student Service budget.
29. Visits programs in the local schools and is able to perform assigned duties in various sites.
30. Communicates effectively and efficiently by phone, telefax, computer, and in person.
31. Attends national programs for student services as assigned by administration.
32. Provides continuing education programs for school and community upon request.
33. Develops a program of public relations in order to further the community's understanding and support of the education program.
34. Communicate/coordinate effectively with supervisor, senior staff members, school personnel, and other stakeholders as appropriate to ensure growth towards county goals.
35. Diligently promote regular school attendance by implementing and executing responsibilities/duties pursuant to WV Code §18-8-4 and WV Board of Education Policy 4110;
36. Serve as liaison for homeless children and youths;
37. File monthly reports showing activities of attendance director and the status of county/school attendance;
38. Support principals/assistant principals with the execution of the duties outlined in WV Code §18-8-5;
39. Review attendance reports and the entering of WVEIS codes for areas of responsibility from schools and provide technical assistance as needed;
40. Respond to and implement necessary actions for any social service related referral or need;
41. Monitor accountability data/rates related to areas of responsibility;
42. Conduct home visits as needed to address social service, attendance, behavior and related matters;
43. Conduct monthly multidisciplinary team meetings involving appropriate agencies to address social service, attendances, behavior, or related matters;
44. Review records, interview as appropriate, and assist schools in placement of students entering the system from juvenile detention centers/residential settings;
45. Serve as liaison between schools, parents, courts, community agencies, and law enforcement officials;

46. Work closely with principals/assistant principals, counselors and others with the identification and support of potential dropouts;
47. Conduct exit conferences and follow-up services for students who have dropped out;
48. Administer in-county and out-of-county transfer policies and procedures;
49. Coordinate and oversee the enrollment process for all new students into the system;
50. Conduct conferences with students and parents seeking exemption to full day/four year attendance requirements;
51. Administer the home schooling process;
52. Assist in the overall coordination of the alternative education program and the placement of students into the program;
53. Develop and/or revise policies related to areas of responsibilities as needed;
54. Attend Board of Education meetings and prepare reports for the Board as the Superintendent may direct;
55. Plan, attend, and preside over any meetings as the Superintendent/Assistant Superintendent may assign;
56. Compile operational statistics and gather such other data as the Superintendent/Assistant Superintendent may require;
57. Supervise personnel as assigned by the Superintendent;
58. Administer and coordinate the collection, maintenance, and disclosure of student data pursuant to WV Board of Education Policy 4350;
59. Provide leadership in establishing new programs and improving existing programs;
60. Provide technical assistance for central office/school administrators, teachers, and counselors as needed;
61. Visit schools and monitor programs on a consistent basis;
62. Report regularly to the Superintendent/Assistant Superintendent on any developments of problems within the school system requiring his/her awareness or action;
63. Remain abreast of developments and innovations in areas of responsibility;
64. Collaborate with directors to share oversight of the Alternative Learning Center;
65. Maintains professional work habits.
66. Establish good public and employee relations.
67. Establish and implement an improvement process for areas of responsibilities.
68. Maintain and upgrade professional skills.
69. Perform other responsibilities as the Superintendent may assign.

Duties Specific to oversight of Attendance:

1. Diligently promote regular school attendance by implementing and executing responsibilities/duties pursuant to WV Code §18-8-4 and WV Board of Education Policy 4110;
2. Serve as liaison for homeless children and youths;
3. File monthly reports showing activities of attendance director and the status of county/school attendance;
4. Support principals/assistant principals with the execution of the duties outlined in WV Code §18-8-5;
5. Review attendance reports and the entering of WVEIS codes for areas of responsibility from schools and provide technical assistance as needed;
6. Respond to and implement necessary actions for any social service related referral or need;
7. Monitor accountability data/rates related to areas of responsibility;
8. Conduct home visits as needed to address social service, attendance, behavior and related matters;
9. Conduct monthly multidisciplinary team meetings involving appropriate agencies to address social service, attendances, behavior, or related matters;
10. Review records, interview as appropriate, and assist schools in placement of students entering the system from juvenile detention centers/residential settings;
11. Serve as liaison between schools, parents, courts, community agencies, and law enforcement officials;
12. Work closely with principals/assistant principals, counselors and others with the identification and support of potential dropouts;
13. Conduct exit conferences and follow-up services for students who have dropped out;
14. Administer in-county and out-of-county transfer policies and procedures;
15. Coordinate and oversee the enrollment process for all new students into the system;
16. Conduct conferences with students and parents seeking exemption to full day/four year attendance requirements;
17. Administer the home schooling process;

18. Assist in the overall coordination of the alternative education program and the placement of students into the program;
19. Develop and/or revise policies related to areas of responsibilities as needed;
20. Attend Board of Education meetings and prepare reports for the Board as the Superintendent may direct;
21. Plan, attend, and preside over any meetings as the Superintendent/Assistant Superintendent may assign;
22. Compile operational statistics and gather such other data as the Superintendent/Assistant Superintendent may require;
23. Supervise personnel as assigned by the Superintendent;
24. Administer and coordinate the collection, maintenance, and disclosure of student data pursuant to WV Board of Education Policy 4350;
25. Provide leadership in establishing new programs and improving existing programs;
26. Provide technical assistance for central office/school administrators, teachers, and counselors as needed;
27. Visit schools and monitor programs on a consistent basis;
28. Report regularly to the Superintendent/Assistant Superintendent on any developments of problems within the school system requiring his/her awareness or action;
29. Remain abreast of developments and innovations in areas of responsibility;
30. Collaborate with directors to share oversight of the Alternative Learning Center;
31. Perform other responsibilities as the Superintendent may assign.

Duties Specific to oversight of WVEIS:

WVEIS—also includes Web-based WVEIS, WVEIS on the WEB (WOW)and/or any other WVEIS-related system

1. Serve as the county contact for the West Virginia Education Information System (WVEIS)
2. Work cooperatively and collaboratively with appropriate staff;
3. Provide information to directors, principals, and other personnel concerning WVEIS;
4. Maintain a close relationship with the leadership of other programs as it relates to WVEIS;
5. Attend county, regional, and state training, as necessary;
6. Serve as a resource person on matters pertaining to WVEIS planning, implementation, and reporting;;
7. Prepare/oversee reports as requested;
8. Provide WVEIS training for county staff;
9. Perform other responsibilities as the Superintendent may assign.