



<b>Title:</b>	Student Support Services Director
<b>Reports to:</b>	Assistant Superintendent of Auxiliary Services
<b>Terms of Employment:</b>	12 months
<b>Salary:</b>	NC State Salary Schedule

### **Qualifications**

Master's Degree  
School Administration, Counseling, Student Support Services and/or related field

### **Duties and Responsibilities:**

1. Coordinates all student support activities within the district to include programmatic supervision of the counselors, social workers, nurses, attendance liaisons and dropout prevention services offered in the schools.
2. Set goals for department and assist with long range strategic planning.
3. Maintains and updates system wide 504 plans and documentation for all children identified as 504 eligible.
4. Ensure district compliance with all statutory requirements of McKinney-Vento Act.
5. District Liaison to State Child & Family Support Officials.
6. Responsible for the development of polices and procedures related to Student Services.
7. Serves as liaison between school administrators, student support personnel and central office through the sharing of information related to student support services.
8. Serves as consultant on a daily basis for all student support personnel, faculty and administrative personnel
9. Supervision of, and consultation with district dropout personnel.
10. Consultation with all school administrators and student support staff with potential court situations.
11. Ensures school system participation in the community projects and organizations to include: Scotland County System of Care Collaborative; Scotland County Community Child Protection Team and Subcommittee; Community Child Fatality Team; Juvenile Crime Prevention Council and Scotland County Drug and Crime Committee
12. Understand and practice in accordance with federal, state, and local laws, statutes and policies that relate to students and families: such as, child protection/child abuse, attendance, and education rights and privacy. Coordinate with Public information Officer to address district and community needs.
13. Serve as the Response to Intervention Coordinator which provides support to classroom teachers in the implementation of the Response to Intervention instructional system.
14. Serve as PBIS Coordinator who will be responsible for the overall management of the Positive Behavioral Interventions and Supports program including providing training and technical assistance to school teams and PBIS Coaches to maintain and develop school-wide PBIS systems.
15. Other duties as assigned by the Superintendent or designee.