

SUMTER COUNTY SCHOOL BOARD - JOB DESCRIPTION

TITLE: SUPERVISOR OF STUDENT SERVICES			
CLASSIFICATION: Administrative	NEW: No	UPDATED: 11/24	FLSA STATUS: Exempt
REPORTS TO: Senior Director of Curriculum & Instructional Programs			
SUPERVISES: Assigned Personnel			
JOB GOAL: To enable all students in the district to utilize the educational opportunities to the fullest by eliminating, as far as possible, those problems that prevent or interfere with the student's learning.			
NOTE: N/A			
TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Board.			
EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.			

QUALIFICATIONS:

1. Master's Degree or higher from an accredited college or university.
2. Hold or be eligible for certification by the State of Florida in Educational Leadership or Administration and Supervision
3. Specialized professional preparation in oversight of student service areas.
4. At least three (3) years successful experience as a classroom teacher.
5. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES: Essential duties end with an asterisk.

1. Supervise and direct a program to provide student services for individuals and groups of students and parents. *
2. Implement as needed a crisis intervention system to provide emotional support to students and staff during times of need, loss and/or other crisis. *
3. Supervises the district guidance programs and supports school-based guidance counselors and other student service functions. *
4. Assume responsibility for remaining aware of state and county requirements and regulations affecting school health programs. *
5. Oversees the implementation of the school health program to include supervising the School Health Coordinator and nurses and to maintain compliance with school entry requirements, student screenings, immunizations, recordkeeping, health care plans, and HIPPA. *
6. Oversee the guidance, psychological, health, and social case work services of the district as a part of the Student Services program. *
7. Maintain such student records as are required by the state or needed for effectively meeting student needs. *
8. Monitor the student educational records of students to ensure records are kept current and accurate and in compliance with FERPA. *
9. Serves as liaison with the Department of Children and Families, Department of Health, Department of Juvenile Justice, and other social support agencies and student services. *
10. Administer and coordinate guidance and school health services in conjunction with non-school service agencies in the district. *
11. Coordinates and supervises the district's support structure for teenage parents and their children. *
12. Coordinates district's Safe and Drug Free Schools programs and grants. *
13. Coordinates the planning, implementation, monitoring, and evaluation of district/school accreditation and related matters. *
14. Responsible for the overall coordination of student immigration and reports. *

15. Oversees attendance process including monitoring the daily attendance of students, child study team meetings, truancy case staffings and interagency activities. *
16. Assists with scholarship assistance throughout the county for local scholarships, Bright Futures and Take Stock in Children. *
17. Utilize data resources and personal coaching to track and impact graduation cohorts. *
18. Collaborate with 8th grade social studies teachers on the completion of a career plan for all 8th grade students. *
19. Track and monitor secondary graduation and college and career ready data to help ensure secondary schools' success. *
20. Develop an Early Warning System utilizing appropriate data in concert with Early Warning Indicators to identify and track the progress of students deemed at-risk of not graduating on time. *
21. Work with the Guidance Department to create safety nets, plans, and course schedules for at-risk students, regularly monitoring their progress and providing intervention strategies. *
22. Create, organize, promote, and implement a mentoring/advisory program for all students to ensure on-time graduation. *
23. Create a network of support for at-risk students through school, district, and community organizations. *
24. Meet with all seniors to ensure they are prepared for success after graduation (ie: college application, scholarships, military requirements, job placement). *
25. Track students' post-graduation status and utilize exit survey when possible. *
26. Identify students that would benefit from the 18 credit option or other graduation options. *
27. Collaborate with schools on special programs such as family nights and transition programs. *
28. Assist the school and district leadership in evaluating the mentoring program. *
29. Understand and disseminate information to students and staff regarding the Student Progression Plan and state graduation requirements. *
30. Oversee the mental health program, budget, and staff. *
31. Perform such other duties as may be assigned by the Principal or supervisor.

PHYSICAL REQUIREMENTS:

1. The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.
2. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.
3. The employee must frequently lift and/or move up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
5. Noise level in the work environment is usually moderate.