**YAZOO COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**TITLE OF POSITION:** Director of Student Services

**TITLE OF SUPERVISOR:** Superintendent

**SUPERVISES:** Career and Technical Education Faculty and Staff;

**GENERAL RESPONSIBILES:**

**Career and Technical Programs** **Director** -- To direct and maintain the planning, organizing, communicating, implementing, financing, and evaluating of a comprehensive program of career and technical education for the students of the district; to supervise involved personnel, either directly or indirectly; and to recommend and/or serve as a resource person for staffing;

**District Test Coordinator** — To provide leadership in the implementation of district and state testing programs;

**Student Intervention Services Coordinator** -- To implement and evaluate programs and services which address the academic and behavioral interventions of students to include but not limited to students who exhibit dyslexic characteristics as well as English Language learners; students who attend the alternative school setting for the YCSD; students who attend the JDSC; and students who, for whatever reason, are subject to disciplinary hearing and proceedings; and

**Community Relations Coordinator** – To implement a comprehensive communication plan promoting the Yazoo County School District

**SALARY:** Salary is reflective of the Yazoo County School District salary schedule.

**QUALIFICATIONS:**

1. Administrative/supervisory experience;
2. Completion of an approved master's, specialist, or doctoral degree in educational administration/leadership from a state-approved or regionally/nationally accredited institution of higher learning;
3. A valid Mississippi Teacher License with School Administrator endorsement;
4. Knowledge of curriculum and effective teaching practices for all levels – preschool through high school;
5. Knowledge of grant writing process and procedures;
6. Knowledge of best practice evaluation and assessment practices;
7. Knowledge of the referral-to-placement process;
8. Knowledge of community resources;
9. Ability to communicate effectively with staff, parents, school sites, community, members and government agencies; and
10. Coordinate a variety of activities at different sites

**DESCRIPTION OF DUTIES:**

1. **Career and Technical Programs Director:**
2. Supervises career and technical education budget;
3. Implements and monitors a fixed asset inventory system for the Career and Technical Education Program;
4. Collects and analyzes appropriate data for the career and technical education program;
5. Interprets and applies state and/or federal guidelines and requirements;
6. Cooperates with district, county, regional, and state agencies in planning, developing, and operating career and technical programs;
7. Prepares annual and long range plans for Career and Technical Education;
8. Prepares local, state, and federal reports;
9. Recommends to the administration courses of study and program objectives;
10. Recommends the selection of instructional equipment;
11. Writes proposals for funding new programs and improvements to existing programs;
12. Provides leadership and technical direction for developing the district's five-year educational plan and the annual staff development plan;
13. Ensures that the Career and Technical Program fulfills the district mission statement;
14. Coordinates district Career and Technical Program curriculum efforts;
15. Supervises vocational student services;
16. Supervises work of career and technical program facility teachers and assigned classified personnel;
17. Assists principals to supervise career and technical education personnel assigned to individual schools;
18. Consults with Mississippi Department of Education personnel relative to program operations, funding, and accreditation;
19. Develops. Promotes, and maintains good relationships between career and technical education and general education faculty;
20. Adjusts vocational education programs and vocational student services based on data derived from evaluations; and
21. Coordinates state evaluations of local career and technical programs
22. **District Test Coordinator:**
23. Serves as the District Test Coordinator;
24. Develops and implements the state and local testing plans in coordination with school administrators and other district staff;
25. Assist with administrative assessments (informal) by conducting surveys, informal reviews, and reporting findings to superintendent;
26. Coordinates with the principals for systematic state testing implementation;
27. Reviews results and consults with principals on effective modification of instructional implementation in order to improve student achievement;
28. Implements the local requirements of the state testing program and disseminates to all necessary personnel information regarding the state testing program and also provides necessary training for assessments to each schools testing coordinator and other appropriate personnel;
29. Attends meetings, conferences and workshops to keep abreast of regulations and program developments;
30. Ensures timely submission of projects, reports, etc. (i.e. interpretation of data);
31. **Student Intervention Services Coordinator (to include services provided to the following: (A) MTSS academic and behavior; (B) Alternative School; (C) JDSC; (D) Dyslexia; and (E) English Language Learners):**
32. **Services to Students/Teachers**:
33. Serves as resource for prevention and intervention programs;
34. Serves to supervise JDC in the case manager’s absence;
35. Supervises the in-take process of an incoming student to JDC;

(b) Develops and provides direct student services for students in coordination with school based staff; and

(c) Consults/confers with school staff for the purpose of assisting at-risk students in achieving their educational and behavior needs and goals;

2. **Planning:**

(a) Designing the intervention program so that it is consistent with the educational philosophy of the district;

(b) Organizing, coordinating, implementing, and maintaining the instructional program so that it is consistent with the total educational philosophy of the district;

(c) Modeling and coaching instructional/learning/classroom assessment strategies in the classroom;

(d) Assisting teachers to infuse a variety of technologies into the instructional program; (e) Holding/conducting necessary meetings; and

(f) Assisting teachers to select, develop, and prepare appropriate intervention curriculum materials

3. **Programming:**

(a) Assisting teacher in the collection of assessment data in preparation for review by the MTSS;

(b) Establishing and continuing to monitor the intervention program;

(c) Providing training/coaching to others as needed;

(d) Monitoring the progress of those trained;

4. **Professional Development:**

(a) Providing in-service training and follow-up to assist classroom teachers in the application of curriculum and instructional interventions, assessment strategies, instructional technology, and utilization of test data;

5. **Reporting:**

(a) Completing appropriate reports for local, state, federal, and educational agencies as required for any and/or all intervention programming;

(b) Assuming other duties and responsibilities necessary to facilitate program success;

(c) Attends school and district meetings and in-service programs to stay abreast of program development at the state level; and

(c) Participates in the evaluation process as it relates to prevention and intervention programs and activities

1. **Community Relations Coordinator:**
2. Develop and maintain communication networks involving local, state and federal entities;
3. Prepare publications to promote the YCSD in a positive manner to distribute to businesses, mentors, and partnerships;
4. Provide the Yazoo County School District Board of Trustees, through the Superintendent, with current information on special recognition of exemplary employees, students or partner performance;
5. Collaborate with other departments and schools concerning community resources and public relations;
6. Develop and recommend a comprehensive communication plan
7. Coordinate the planning and operations of community outreach, such as business partnerships, mentors and volunteers; and
8. Ensure the support of all schools and divisions in the development of effective communication plans with the community and parents; and
9. Perform any other duties as assigned by the Superintendent of Education.

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