



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Director of Student Services

F.L.S.A.: Exempt Professional

REPORTS TO: Assistant Superintendent for School Improvement

QUALIFICATIONS:

- A minimum of two (2) years teaching experience
- Three years school administrative experience.
- Must possess Missouri certification in school administration.
- Must possess a minimum of an Ed Specialist degree in Educational Administration with a doctorate preferred.

ESSENTIAL JOB FUNCTIONS:

Student Discipline

1. Assists principals with interpretation of discipline policies.
2. Monitors discipline and truancy of students and provides year end reports for Core Data as requested for ancillary reporting.
3. Works with parents and administrators on student discipline issues
4. Serves as the District Hearing Officer on requests for long term suspensions as directed by the Superintendent.
5. Recommends long term suspension of students in cooperation with principals to the Superintendent.
6. Completes summary written narratives of student discipline history and references Board policy in reports to the Superintendent.

School Safety

1. Works with building administrators and District administrators to Identify safety issues.
2. Works with school personnel, community patrons, local and county officials in the development of crises plans.
3. Ensures the development of building safety plans.
4. Monitors accidents and makes recommendations for safety enhancements.
5. Oversees School Resource Officer (SRO) program

Director of Student Services continued

Health and Wellness

1. Supervises the District's student health services program.
2. Supervises the District's school social worker program.
3. Provides in-service to nurses, health room aides, social workers.
4. Collaborate with Director of Curriculum to develop a sequential and comprehensive substance abuse prevention curriculum.
5. Works with teachers and administrators to study and implement effective drug prevention programs and practices.
6. Works with District and community officials to promote a drug free community.

OTHER JOB FUNCTIONS:

1. Assumes responsibilities given by the Superintendent.
2. Maintain appropriate records and provides reports to the Board of Education and Superintendent as requested.