

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Executive Director Of Student Support Services

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide executive-level leadership in the development, implementation and supervision of student services with particular emphasis on student health and well-being for Monroe County Schools. The position is responsible for supervising all statutory requirements related to student health both academic and emotional and documenting that requirements are met. This position will focus on family and community engagement, student success, accreditation and problem solving with concerned stakeholders. Continuous improvement efforts will be part of the planning process within this position. Adult Education, Alternative Education and Virtual school will be supervised along with Charter and Home School Students with accountability measures intrinsic to the programs. Systems will be established to monitor and support each of these areas to promote long range goals within the organization.

Primary Duties:

This list represents the essential tasks performed by the position.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Oversees Districtwide planning, organization, control and direction of student support services as assigned.

Coordinates various types of screening programs related to student health as required by the Department of Education.

Monitors and supports school nurses and participates on the Board of the Area Health Education Committee for the District.

Oversees, directs, organizes and develops the District's Alternative Education, Adult and Virtual School Programs.

Ensures appropriate programs such as Adult Education, Alternative Education and Virtual Programs are available to students and that students are appropriately placed in these programs.

Oversees, coordinates and liaises with the District Charter Schools and Home School Students and establishes accountability measures to support them.

Receives and responds to inquiries, concerns and complaints regarding the more sensitive or difficult issues.

Working with Federal Programs and Communications, establishes family engagement practices and community involvement within the District.

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Executive Director Of Student Support Services

Promotes student success, through monitoring graduation rate, student leadership activities and the development of student voice in the district.

Works with other teams throughout the district to monitor accreditation procedures and sets up measure of continuous improvement.

Serves as a member of the District's Executive leadership Team with high levels of accountability and decision-making responsibilities.

Directs the development, implementation and coordination of student programs for prevention of drugs, alcohol, and other examples of social ills that will support students

Collaborates with the management team on the implementation of the Strategic Plan.

Researches and complies with legislative guidelines and their possible impact on District Operations and advises the Superintendent of related issues.

Develops policies and procedures in consultation with the Superintendent to ensure efficient and economical District operations; evaluates results to ensure compliance and to identify deficiencies.

Attends training opportunities, seminars and conferences and conducts research to stay abreast of the latest educational pedagogy.

Develops and publishes meeting agendas, plans training and workshops and meetings to enhance the delivery of Student Services.

Issues regular climate surveys that indicate the attitude of students and parents toward the district schools and makes reports to the School Board and schools on the results of these surveys.

Evaluates department programs and services and makes adjustments as necessary to maximize program effectiveness.

Conducts comprehensive professional evaluations of direct report staff and makes recommendations to the Superintendent on compensation to the Superintendent.

Conducts himself/herself in accordance with the Monroe County School District's Mission Statement and the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida promulgated by the Florida Education Standards Commission.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities,

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Executive Director Of Student Support Services

duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Conducts research to discover new methodologies or to find solutions for unresolved problems.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving widespread economies and/or preventing losses through the development and administration of organization-wide programs and policies that impact the operations of two or more major departments or three or more minor departments.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses advanced calculus working with limits, continuity, real number systems, or mean value theorems; modern algebra, including advanced operational methods; or statistical inference and econometrics.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Executive Director Of Student Support Services

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with extremely serious impact - affects entire organization and impacts other activities/organizations and the general public; where loss of life and/or damage is highly likely.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Develops and implements long range plans and programs to support the goals and objectives of the organization.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a master’s degree in education leadership, curriculum and instruction, or related field.

Doctorate degree in same preferred.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable

Experience Requirements:

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Executive Director Of Student Support Services

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires over ten years of related experience, with a minimum of 5 years experience as a principal at both the elementary and secondary levels.

*A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Superintendent

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Supervises:

Department Heads, Supervisors, Program Coordinators/Specialists

PAY GRADE: From: ED To:

Exempt

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 8/01/2023