## **TITLE: Director of Student Services**

## **QUALIFICATIONS:**

- 1. Master's Degree from an accredited university or college.
- 2. Valid Alabama certificate in Educational Leadership, administration, and/or supervision.
- 3. Minimum of three (3) years successful administrator experience.
- 4. Such alternatives to the above qualifications as the Board may require.

**REPORTS TO**: Assigned Administrator

SUPERVISES: Assigned Staff

JOB GOAL:

 To provide leadership and direction for school system programs designated to provide students with educational opportunities.

## **JOB DUTIES:**

- 1. Demonstrates support for the school system and its vision, goals and priorities.
- 2. Serve as the ACS Attendance Officer.
- 3. Assists in the development and implementation of the computerized attendance accounting.
- 4. Plan and coordinate, in accordance with the individual school vision and goals, ACS intervention program.
- 5. Direct the updating of student demographic information using the district's enrollment program.
- 6. Implements and/or evaluates Early Warning and Attendance Programs/Policy for ACS.
- 7. Serves as liaison between ACS and organizations (Department of Human Resources, Juvenile Court, and other local/state agencies) in the development/implementation of Attendance Programs/Policy.
- 8. Ensure the Enrollment Office is managed in accordance with the vision and goals of ACS.
- 9. Serves as the school safety officer for ACS.
- 10. Work with the Marshall County Juvenile Probation Officer in matters that pertain to applicable local, state, and federal education laws and policies.
- 11. Facilitates and guides administrators who serves on Disciplinary Tribunal Hearings.
- 12. Maintain archived student records.
- 13. Assist, as requested, in coordinating and planning the district's formative assessment program.
- 14. Maintains professional growth and competence through professional development <u>as per Board Policy 5.5 Personnel Professional Development.</u>

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15.	Adheres to school syst federal rules and regula	es to school system rules, administrative procedures, local board policy, and state and I rules and regulations.				
16.	Performs other duties	ns other duties as may be assigned.				
Essential Duties						
Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.						
TERMS OF EMPLOYMENT:		9-Month	☐ 10-Month	11-Month	☐ 12-Month	
EXPECTED WORK DAY:		8 Hours				
FLSA STATUS:		Exempt				
SALAF		According to Albertville City School Board approved salary schedule and determined by rank and experience as per policy 5.1.2 – Personnel – Special				

Requirements for the Position

Initials

Reviewed and agreed to by: \_\_\_\_\_\_Employee

☐ Principal/Program Coordinator \_

Board Approved:04/24/2024

**EVALUATION**: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Date \_\_\_\_\_

☐ Human Resource \_\_\_\_