

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 **as per Board Policy 5.5 Personnel – Professional Development.**

