

Hobbs Municipal Schools Job Description

Position: Director of Student Services

Supervisor: Superintendent, Assistant Superintendents

General Job Description: To perform such duties as delegated by the Superintendent or Assistant Superintendents of Schools. The Director of Student Services Responsibilities include: implementing and maintaining pupil service programs related to parent and community involvement, compliance with laws, codes and regulations related to anti-bullying requirements, district student mentoring, homeless and 504 student services as well as the district hearing officer for the administration of disciplinary procedures.

Qualifications:

1. Master's degree.
2. Valid New Mexico administrative license as required by the State of New Mexico.
3. Three – five years' experience in public school administration and supervision and/or teaching.
4. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Confer and work with school principals, teachers, guidance, and other professional staff, as well as parents and other concerned individuals regarding problems affecting the students' progress and achievements, behavior, personal well-being or other school related problems they may be experiencing.
2. Implement and monitor **504** functions for the District.
3. Oversee the district-wide **Anti-Bullying** program including monitoring, implementation and ensuring alignment with district goals and state standards.
4. Coordinate with district staff, families and the community in implementing and ensuring compliance of required **Homeless Student** resources and services.
5. Ensure compliance with the district's disciplinary policies described in the student handbook as the district **Hearing Officer**.
6. Conduct disciplinary hearings for students considered for long-term suspensions or expulsions.
7. Oversee the referral process and selection monitoring for mentoring services.
8. Oversee all groups, presentations, and material within the **Mentorship program**.
9. Provide liaison services with social service agencies and other youth service agencies to include joint projects and mentoring services for program participants.
10. Provide case management/mentoring services for individual students.
11. Maintain a system to document contracts, which will include client demographics and types of services provided or referred.
12. Prepare and monitor all required reports for federal and state reporting as associated with essential duties assigned.
13. Monitor the Compulsory Attendance Law
14. Coordinate the completion, submission and progress of **Parent & Community Involvement Plans** in cooperation with principals.
15. Translate written and/or verbal communications for the purpose of keeping parents informed of matters concerning the education of their children and informing them of district-sponsored events and activities.
16. Conduct home visits for the purpose of monitoring concerns identified by the site administration.
17. Assist in recruiting parents as volunteers within the school for the purpose of increasing parent participation in school activities and in their child's education.
18. Collaborate with school staff for the purpose of developing programs and classes to support non-English speaking parents and students.
19. Coordinate parent participation, organize meetings and educational classes for program participants and encourage leadership for the purpose of developing parenting skills, understanding of school processes, and parent/student success.
20. Facilitate outreach to low income communities, community leaders, and organizations for the purpose of developing resources and building partnerships with community members.

21. Support assigned administrative personnel for the purpose of providing assistance with their administrative functions.
22. Maintain a variety of manual and electronic files and/or records for the purpose of providing required information and/or documentation.

Additional Duties and Responsibilities:

1. Demonstrate foresight, examine issues and take initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current education issues through a process of ongoing personal development.
10. Comply with all School Board policies and administrative regulations.
11. Comply with the Code of Ethical Responsibility of the Education Profession.
12. Assist schools in involving parents in the activities of children.
13. Assist in the interpretation of school and program policies, regulations, or activities to the students and their parents.
14. Arrange visits, conferences, workshops, and other activities in order to promote the goals and objectives of school programs.
15. Work with parents, the school district, and social agencies committed to the welfare of the students.
16. Develop rapport with students, parents, and school officials in the interest of promoting the proper adjustment and progress of the students.
17. Be responsible for all reports and other paperwork as may be required.
18. Deal appropriately with information that is confidential regarding personnel and labor relations issues.
19. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Safety and Health Requirements:

Blood borne Pathogens Standard Training
Child Abuse/Substance Abuse Workshop

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.