

Galion City Schools Job Description

TITLE: DIRECTOR OF STUDENT SERVICES (DSS)

GENERAL DESCRIPTION:

The Director of Student Services (DSS) is a creative, dynamic, and thoughtful leader who works to fulfill the mission and vision of the Galion City School District. The DSS will support the facilitation of an inclusive model for student services based on best practices, the district's philosophy, and the needs of all students. The DSS directs the planning, development, organization, management, direction, and implementation of all aspects of Student Services for the District. Furthermore, the DSS ensures compliance with all laws, codes, and regulations related to Student Services, evaluates assigned personnel, and collaborates/provides support to administrative and professional staff in meeting the district's identified instructional goals. The DSS is a strategic thinker and a proactive leader who models strong communication, organization, and interpersonal skills, as well as an unwavering commitment and energy to sustain momentum in the district's journey toward innovative teaching and learning practices for all learners.

TERMS OF EMPLOYMENT: 260 Days; Cabinet-Level

FLSA STATUS: Exempt

REPORTS TO: Superintendent of Schools
Or designee

LAST ADOPTED: March 2024

QUALIFICATIONS:

1. State of Ohio Principal's or Superintendent's Certificate/License.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Master's Degree in School Administration, Special Education, or a related field
5. Previous and successful experience as a school administrator.
6. Strong background in special education leadership, including experience with special education instructional processes, procedures, IEP development, IEP evaluation, and other legal requirements.
7. In-depth knowledge of effective student engagement and the creation of a healthy classroom culture and climate.

ESSENTIAL FUNCTIONS:

1. Utilize systems thinking to improve organizational structures and maximize human and financial capital.
2. Supervise the district's Title IX and nursing program.
3. Assist in the evaluation of appropriate ESC personnel.
4. Design and manage a data collection plan.
5. Create a positive workplace culture and climate focused on the district's mission and vision.
6. Assist in planning budgetary resources for the programs.
7. Assist with the work focused on inclusive practices, which embraces all learners as valued members of the school community and ensures that children who need additional interventions or intensive support can learn alongside their peers in their neighborhood school.
8. Support office staff with maintenance of student records.
9. Assist in establishing long-term and short-term goals for implementation plans and district growth.
10. Leverage and build the talents of team members while providing effective coaching in identified growth areas.
11. Effectively and consistently communicate with all stakeholders, including parents and outside agencies.
12. Evaluate personnel and assist in the determination of goals to improve performance.
13. Work with the Chief Academic Officer (CAO) to support teachers to ensure instructional improvement and maintain the highest instructional standards for all students.
14. Support students' transition to/from alternative learning settings and monitor student performance while placed.
15. Attend district and administrative meetings and other meetings or events as assigned.
16. Ability to build a vision and develop goals for the department, aligning with the District's mission and values.
17. Maintain and manage budgets and accounts for the department.
18. Oversee the implementation of special education services; ensure guidelines, procedures, and instruction comply with state and federal laws, rules and regulations, and Board Policy.
19. Conduct training for and collaborate with staff about academic instruction, special education services, data-based decision-making, IEP and Transition Planning, and special education policies and procedures.
20. Assist building personnel with curriculum adaptation, intervention selection, and implementation to support students with support needs.
21. Meet regularly with intervention specialist teachers to help guide, coach, and problem-solve.
22. Effectively communicate with all parents regarding the needs of all students and comply with communication protocols for special education student needs.
23. Serve as LEA when appropriate.
24. Ensure the district has an appropriate continuum of services to place students in the least restrictive environment.
25. Oversee transportation for students who require special transportation.
26. Use systems data to lead the district's improvement to impact students and staff positively.
27. Work with staff to address building needs and create processes and procedures that effectively support students.
28. Conduct program evaluations and make recommendations for improvement in how we provide student services along a robust continuum of services.
29. Provide professional development and programming on strategies and supports for student and staff social and emotional well-being and build a positive culture and climate in the buildings.
30. Seek ways to impart a restorative and rehabilitative approach to student conduct.
31. Understand the spectrum of student interventions and help staff implement best practices.
32. Demonstrates the ability to organize tasks to completion.
33. Identifies, analyzes, and solves problems.
34. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
35. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____