

TITLE: DIRECTOR OF STUDENT SERVICES

QUALIFICATIONS:

1. At least an M.A. degree in Education
2. Certification in Educational Administration
3. At least three years' experience as an Administrator
4. Demonstrated effective skills in written and oral communication

REPORTS TO: Superintendent

JOB GOAL: To plan and coordinate activities and services related to Student Attendance, Alternative School (grades K-12), and Summer School

PERFORMANCE RESPONSIBILITIES:

1. Collaborates with principals, teachers, students, parents and juvenile court on student attendance matters.
2. Maintains adequate records on student attendance in each school in the district.
3. Delivers non-school compliance forms to appropriate parties.
4. Sets court cases in juvenile court.
5. Visits home of habitual truants and reports results to appropriate parties.
6. Prepares all reports related to student attendance.
7. Directs the operations of the Alternative School programs (K-12) including placement/dismissal and serves as the on-site administrator of both students and staff of the Alternative School (grades 6-12).
8. Supervises the summer school program for the District.
9. Promotes positive public relations between Florence City Schools and the community.
10. Performs other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year to be established by the local Board of Education.

EVALUATION: Performance of this job is evaluated in accordance with provisions of the local Board of Education policy on Employee Evaluations.

Florence City Schools

Approved: 5-9-17