

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PROGRAM SUPERVISOR, STUDENT SERVICES

SALARY SCHEDULE: ADMINISTRATIVE – D

COST CENTER: PUPIL SUPPORT SERVICES (9051)

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in ESE, Guidance, School Psychology or School Social Work. Elementary and/or Secondary core content area.
- (3) Certification in Administration/Supervision and/or Educational Leadership [preferred] required
- (4) Minimum of five (5) years successful experience as an administrator, ESE teacher, guidance counselor, psychologist, or social worker.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and local laws, rules, and regulations governing ESE programs. Knowledge of curriculum scheduling and programming for ESE. Knowledge of Individual Education Plan (IEP) production and follow through. Knowledge and implementation of curriculum base intervention programs. Positive communication skills. Listening skills. Mediation skills. Organizational and time management skills. Flexibility. Conferencing skills. Synthesizing and distribution of information.

REPORTS TO:

Executive Director

JOB GOAL

To provide direction for the development, coordination, and supervision of all district Student Services Programs.

SUPERVISES:

Psychologists	Social Workers
Program Specialist	<u>Classified Staff</u> [Program
Supervisor]	

PERFORMANCE RESPONSIBILITIES:

- * (1) Direct and supervise a comprehensive district Student Services Program, custody, intervention and prevention.
- * (2) Direct and supervise the screening, interviewing, and hiring of Student Services staff and participate on interview committees as appropriate.
- * (3) Provide direction for inservice and training necessary for the provision of district-wide Student Services Programs.
- * (4) Coordinates district-wide training on Section 504 compliance requirements and supports implementation.
- * (5) Provide direct supervision and evaluation of selected staff.
- * (6) Provide direction for the District Bullying Policy process of implementation.
- * (7) Assist the Executive Director of Pupil Support Services with additional administrative functions such as district plans, policies, special projects, and committees, as appropriate.
- * (8) Provide direction and coordination for the district MTSS Process.
- * (9) Serve as the liaison between Student Services programs and various community agency programs.
- * (10) Promote parent and community collaboration of effective services delivered to students.

- [* (4) Assist in the writing and/or revision of School Board Rules, as needed.]
- [* (5) Provide direction and coordination for the School Resource Officer (SRO) program.]
- [* (6) Provide direction for the evaluation of all Student Services programs and staff.]
- [* (7) Work with community-based agencies and resources.]
- [* (8) Provide direct supervision and evaluation of selected staff.]
- [* (9) Provide district training and support regarding Section 504 compliance.]
- [*(10) Provide direction and coordination for the district Safe and Drug Free Schools Program, School Health Services, Attendance, and Critical Incidents Planning.]
- [*(11) Serve as the liaison between Student Services programs and various community agencies and programs.]
- [*(12) Assist the Director of Pupil Support Services with additional administrative functions such as district plans, policies, special projects, and committees, as appropriate.]
- [*(13) Provide direction and coordination for the district Student Study Team (SST) and Intervention Assistance Team (IAT) models.]
- [*(14) Provide district support and coordination for Charter Schools.]
- [*(15) Promote parent and community collaboration of effective services delivered to students.]
- [*(16) Demonstrate initiative in the performance of assigned responsibilities.]
- [*(17) Provide for a safe and secure workplace.]
- [*(18) Model and maintain high ethical standards.]
- [*(19) Follow attendance, punctuality and proper dress rules.]
- [*(20) Maintain confidentiality regarding school matters]
- [*(21) Keep supervisor informed of potential problems or unusual events.]
- [*(22) Respond to inquiries and concerns in a timely manner.]
- [*(23) Prepare all required reports and maintain all appropriate records.]
- [*(24) Follow all School Board policies, rules and regulations.]
- [*(25) Exhibit interpersonal skills to work as an effective team member.]
- [*(26) Demonstrate support for the School District and its goals and priorities].
- [(27) Perform other incidental tasks consistent with the goals and objectives of this position.]

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities