

Job Title:	<b>Director of Student Support Services</b>	Reports to:	<b>Superintendent</b>
FLSA status:	<b>Exempt</b>	Supervisor duties:	<b>Support Services Staff</b>
Classification:	<b>Classified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	Ensure that students and families have access to needed services both within the district and through referrals to local agencies that provide the supports needed for academic success.		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Maintain and update the Student Support Services handbook and ensure all employees have access to this information
- Supervise and coordinate duties of the District Liaisons and District Social Worker
- Attend all MTSS/Tier2/Tier3 meetings (at each school in the District) to provide guidance, referral services and assess/facilitate/report home visit needs
- Facilitate and/or organize student support groups in areas of need, including but not limited to: substance abuse, emotional regulation, health and wellness, social skills and teen parenting/family planning
- Provide social/emotional curriculum support to the District through program recommendations, facilitating guest speakers and offering professional development training
- Establish and maintain relationships with local community agencies and keep up to date with family support services available in the area, including attending local resource meetings
- Coordinate and document all referrals to community resources for the District in SIS (Powerschools)
- Instruct all District employees of mandated reporting requirements and assist where needed in making reports. Maintain all records of Department of Child Safety/Navajo CPS reports for the District.
- Assist schools with student attendance concerns including arranging home visits, meeting with families to determine cause of attendance issues and referring families to needed support services when determined necessary
- Assist McKinney-Vento Coordinator with acquiring and assessing family and student needs
- Supervise Friday Backpack Program
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Ability to assume responsibility, display initiative, and exercise sound judgment.
- Communication and coordination skills between the District, the Page Community and the Navajo Community are necessary to assure that students and families have the resources needed.

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Valid State of Arizona Teaching Certificate preferred but not required
- Basic knowledge of Dine' and Native American Indian culture, history and values preferred but not required
- Must have knowledge of family and child community resources
- Must have experience working with students of all ages and their families in a resource/support capacity
- Must be self-motivated and have excellent communication and collaborative skills

**Computer Proficiency:** Microsoft Office, Google Suite

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

## **WORK ENVIRONMENT:**

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*