



NEW: Submitted:
03/29/2023 03/28/2023

JOB TITLE:	EXECUTIVE DIRECTOR STUDENT SUPPORT SERVICES
DIVISION	CHIEF OF STAFF
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership and direct supervision of evidence-based practices for student support services. Assumes responsibility for ensuring the district's student support services and mental health wellness screener and programs are implemented and aligned with the district's strategic plan and with the state and federal requirements. Oversees the training and coordination for the District's Crisis Response Teams (s). Provides leadership and monitoring to ensure regulatory compliance and consistent district-wide implementation. Assists the Assistant Superintendent of Student Support Services in promoting overall efficiency in the program delivery of student services and mental health wellness programs for students and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to principals, school staffs and contract service providers in their support of effective student services

Works closely with the Assistant Superintendent of Student Support Services in the promotion and implementation of an effective student support model

Oversees and coordinates the District's Crisis Response Teams(s) including leading, training, coordinating, and responding to crisis events on the school and district levels

Provides oversight and training of Counselors, Mental Health Practitioners, School Psychologists and Health Services in the training and administration of the school-based mental health screener and suicide awareness and prevention efforts

Evaluates and monitors program needs continuously and makes evidence-based recommendations

Provides leadership in working with principals and school staffs to ensure compliance with federal and state regulations and District policies and administrative procedures

Collaborates with community-based mental health services and other community partners that provide support services to students and families

Focuses on identifying and utilizing multiple sources of data to assist principals and other school administrators in determining programs and strategies to support students' mental health wellness

Identifies professional development needs and opportunities based on evidence-based practices

Coordinates with other District departments to ensure delivery of student support services and mental health wellness programs

Completes by the designated deadline all trainings and other compliance requirements as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Master's degree with KY certification in counseling or administration
Three (3) years of successful leadership experience
Experience working with low-income children and families
Demonstrated successful experience working with multiple partners
Effective communication skills
Ability to work well with people

DESIRABLE QUALIFICATIONS
Five (5) years of successful leadership experience
Experience in diverse workplace