

EXECUTIVE DIRECTOR, STUDENT SUPPORT PROGRAMS

DEFINITION:

The Executive Director of Student Support Programs, under the general supervision of the Assistant Superintendent of Education Services, is responsible for the administration, coordination, and supervision of all support services for students including: academic, behavioral, social and emotional intervention implementation and evaluation, Title I, categorical programs, homeless education, and supervision of Language Development Programs, Student Services, Health Services, Mental Health and Crisis Intervention, Guidance Services, Gifted Programs and Advanced Learners.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

INSTRUCTIONAL INTERVENTIONS

- Supervise Intervention Psychologists
- Analyze budget requirements to identify resources available for use in interventions
- Analyze intervention programs and student needs district-wide to identify effective intervention programs
- Develop evaluation systems for interventions to be implemented, including a system for progress monitoring, entry/exit criteria for student participation, and a tracking system to monitor student progress as well as intervention effectiveness
- Facilitate the Intervention Lead Teacher role at each school site
- Develop training for Intervention Lead Teachers and monitor implementation of programs
- Liaison between curriculum TOSAs, Special Education, Language Development and Intervention Psychologists to coordinate efforts in the area of interventions
- Develop Extended Learning opportunities K-12, facilitate implementation and monitor progress of programs, and develop evaluation tools

CONTINUOUS LEADERSHIP ACADEMY

Coordinates and supports leadership development through the Continuous Leadership Academy

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Collaborate with Non-Public Schools to ensure

Coordinate the development of the LEA Plan district-wide

STUDENT SUPPORT SERVICES DEPARTMENT

Supervision of Department Coordinators for Language Development Programs, Student Services, Health Services, Mental Health and Crisis Intervention, Guidance Services, Gifted Programs and Advanced Learners.

Schedules, coordinates and conducts Department Meetings

Evaluates program effectiveness for the multiple departments within Student Support Services

Work with Department Coordinators to develop a multiple-tiered system of support that empowers and supports every student in achieving his/her potential

- ! Develop a collective responsibility amongst all staff to support students
- ! Make decisions based on assessment, data analysis, and problem-solving process
- ! Maximize the use of available and appropriate resources

Selection, supervision and evaluation of Department Coordinators and staff

Serves as a member of Executive Cabinet

Responds to parent concerns and inquiries and facilitates resolutions within departments and schools

Attends School Board Meetings

Retain current knowledge of developments and trends in academic, behavioral and social-emotional interventions and provide leadership in determining program direction and improvement

Serve on Health Advisory Committee, Medical Advisory Committee, Mental Health Collaborative and other district committees as requested

Participate in Coordinator and Director Meetings

Consult regularly with14 (w) 1(n) 6l (e) -4 (o) -5 (f) JTJET BT 9(o)8) 49.3lar) -4 (l) -10 (y) BT 90 0 90.58erticipr TJET BT9

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.