

Marion County Public Schools
Job Description

Position Title: Director of Student Support Services - Certified Department: Central Office Reports To: Superintendent Approved By: Marion County Board of Education Date: July 2019 Job Class Code:

SUMMARY: Develops, oversees, and manages the day to day operations in the areas of special programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Supervise & Supports Special Programs to include grants & budgeting
- Migrant Program & Grant for MC & WC
- 21st Century
- Community Education
- Adult Education
- ELL (English Language Learners)
- District Assessment Coordinator for District & Schools
- District & School Report Card
- Career Days at Elementary & Secondary
- Bump Up & Bump Out (Transition Day)
- Non-Traditional School Day (NTI)
- Reading Celebration
- Participate in Learning Walks
- Other Duties as assigned

SUPERVISORY RESPONSIBILITIES: Supervise and evaluate the performance of assigned personnel/programs.

QUALIFICATION REQUIREMENTS: Administrative or Supervisory certification from Educational Professional Standards Boards (EPSB)

EDUCATION and/or EXPERIENCE: Bachelor's Degree. Master's degree preferred

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to student, parents and/or staff.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform basic mathematical calculation.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to operate office machines and computers. Ability to assume responsibility for supervising students, understand and carry out oral and written instructions. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 this 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 talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, as to operate office equipment; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.