

**Policy GFBCH: Job Description: Director of Student Services/Federal Programs**

Status: DRAFT

Original Adopted Date: 02/28/2008 | Last Revised Date: 03/18/2024 | Last Reviewed Date: 03/18/2024

**QUALIFICATIONS:**

1. Required: Administration Certification (486), Professional School Counselor K-12 (436) and one of the following endorsements in Education (Endorsements: 115, 116, 117, 119, 120, 151, 152, 153, 177).
2. Master's degree or above.
3. Minimum 3 years experience in an administrative role.
4. Ability to lift and/or carry up to 25 pounds as needed.

**REPORTS TO:**

Assistant Superintendent of Curriculum and Instruction

**COUNSELING DUTIES:**

1. Supervises the planning, organization, implementation and evaluation of the Jackson County School District Guidance School Counseling Program.
2. Provides quarterly annual training, or training as needed, for Campus Counselors regarding best practices, policy and procedures, and student data training.
3. Manage school-based mental health program operations and collaboratively partner with school principals, special education staff, and community providers to integrate services and support school-wide initiatives.
4. Develop, evaluate, and oversee the implementation of crisis interventions services, including threat assessments and suicide prevention protocols, and evidence-based school-based mental health programs.

**MSIS DUTIES:**

1. Verifies monthly student data.
2. Updates school and district data in MSIS.
3. Updates district calendar and salary scale in MSIS.
4. Verifies MSIS personnel data for schools.
5. Responsible for district personnel report with verification of required elements for all campuses.
6. Verify MAEP edits and accreditation edits.
7. Work with campuses and MDE to resolve accreditation issues.
8. Verify MSIS data for title and special education programs.
9. Train campus MSIS personnel.
10. Act as liaison with MDE for MSIS issues and questions.

**REGISTRATION DUTIES:**

1. Supervise district-wide registration procedures.
2. Coordinate and train district employees regarding registration policies and procedures.
3. Act as district liaison for Student Information System (SIS).
4. Coordinate and schedule training for district personnel on SIS.
5. Act as district liaison for Online Registration Vendor; create and maintain district-wide registration forms, letters, and emails.
6. Train campus personnel regarding online registration procedures.
7. Handle Affidavits of Residency for all attendance centers; maintain district spreadsheet of Affidavit recipients.

**FEDERAL PROGRAM DUTIES:**

1. Serves as Director of Federal Programs, which includes: developing the budgets and project goals for Title I, Title II, and Title IV, School Improvement Grant 1003(a), and any other federal grants.
2. Monitoring all federal programs' activities and expenditures.
3. Coordinating compliance efforts with state and federally mandated programs activities.
4. Completing all required reports for state and federal agencies.

5. Serves as the District ELL Coordinator in the assessment process for English Language Learners (WIDA)

#### **EL COORDINATOR DUTIES:**

1. Will serve as the EL Coordinator only in the event of reduced federal funding for the EL Coordinator position, Policy GFABKA.
2. Support school administrators and teachers in implementing best practices in supporting English learners.
3. Ensure that all EL program protocols are followed as outlined in the district's EL program plan.
4. Facilitate the completion of all Language Service Plans and Quarterly Monitoring with LEA/SET team meetings throughout the district and work with EL teachers/tutors to maintain records of all English learners.
5. Coordinate assessing all EL students and assist the District Test Coordinator with all state and federal testing of all EL students.

#### **HOMELESS LIAISON DUTIES:**

1. Serves as the Homeless Liaison.
2. Assures that homeless students are fully integrated into the school setting and offered appropriate educational support as authorized under the McKinney-Vento Act for Homeless Education.
3. Coordinates and collaborates with the state coordinator, school personnel and community organizations responsible for the provision of education and related services to homeless students.
4. Acts as a liaison between school, shelters, and the community on behalf of homeless students.
5. Ensure that homeless students receive educational services for which they are eligible, and referrals to healthcare services, dental services, mental health services and other appropriate services.
6. Ensure that public notice of the educational rights of homeless students is distributed where such students receive services.
7. Ensures that the parent of a homeless student, or any unaccompanied homeless student, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing appropriate transportation.
8. Maintains federal documentation on homeless students and disseminates this information to appropriate departments.
9. Inform parents, guardians, and caregivers of homeless children and youth of the opportunities and services available in the community.
10. Collect data and information on such students that will aid in preparing federal grant applications and secure services for such student

#### **GENERAL DUTIES:**

Assist the Superintendent in submitting accurate student data to MDE and the Federal Government.

1. Attend monthly Administrator's Meeting to advise and disseminate information to campus and district administrators.
2. Process requisitions and purchase orders for Counseling, Testing, and Registration Departments.
3. Extensive oral and written communication with the State Department, Parents, Service Vendors, and Schools.

#### **TERMS OF EMPLOYMENT:**

Shall be employed for 12 months. Salary to be established by Policy GGBA

#### **EVALUATION:**

Performance in this position will be evaluated annually by the Assistant Superintendent of Curriculum and Instruction, in accordance with provision of the Board's policies on evaluation.

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