

Director of Student Services

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
Job Description**

**Job Title:** Director of Student Services

**Department:** Central Office

**Date:** August 2018

**Reports To:** Chief of Staff

**Grade:** 503

**Purpose of Job**

The Director of Student Services, under the general supervision of the Chief of Staff, is responsible for the administration, coordination, and supervision of all district Student Services functions.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

District Support

Provides administrative and organizational leadership for the district and Student Services Department.

Provides leadership for maintaining and improving attendance procedures for the schools and district.

Coordinates the administration and enforcement of all matters pertaining to compulsory attendance.

Serves as a resource to schools on state and district policies regarding enrollment and custody.

Assist in the development of district attendance policies and procedures.

Maintains a comprehensive working knowledge of the district student management database.

Assists in coordination of remaining Out-of-County students in concert with Business Affairs.

Assists in the enforcement of district zoning regulations.

Coordinates the district Special Transfer process.

Assists the Chief of Staff with the Open Enrollment process.

Provides assistance in the SF1010 process for students obtaining a driver's permit/license and revocation thereof, per TCA:49-6-3017.

Serves as the Primary Designated School Official (PDSO) for processing I-20 student visas for enrollment in CMCSS. Ensures regulations are followed for Student Visitor Exchange Program

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in the SEVIS Database (Department of Homeland Security). Confers with Business Affairs for tuition.

Coordinates with approved Foreign Exchange companies to place high school students within our district, per STS-P005.

Coordinates with parents and administrators to schedule disciplinary hearings.

Serves as the Disciplinary Hearing Officer in district remandment and expulsion hearings.

Assists in coordination of alternative school assignments.

Serves as a member of the committee to annually review the Student Code of Conduct.

Assigns students to Homebound Services per doctor request or IEP Team placement.

Provides parents and schools information on Home School procedures per State of Tennessee Guidelines (49-6-3050).

Maintains permanent Independent Home School records, and notifies schools of enrollment.

Reports to Tennessee Department of Education twice per year the number of non-public school enrollments for Montgomery County.

Supervises, evaluates, and provides staff development for student services personnel.

Serves as liaison to Montgomery County Juvenile Court in support of truancy prevention.

Conducts home visits and other related activities to promote positive school attendance.

Serves as liaison with county and community agencies dealing with matters related to student verification of enrollment.

### **Additional Job Functions**

Performs other duties as required.

### **Knowledge/Skills:**

Attendance laws, district policies and procedures related to suspension, expulsion, transfer of students, Mac School/SMS database, counseling and conflict mediation strategies, alternative educational and intervention programs within and beyond the district, due process requirements, truancy prevention and drop-out recovery programs, effective School Attendance Review Board(TRB) practices, effective parenting skills.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Valid teacher license/Tennessee administrative credential; Master's degree or higher; 3-5 years of successful administrative experience with a record of leadership in an educational setting.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

**DATA CONCEPTION:**

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width and shape visually.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the position of Chief of Staff.

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**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

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**Date**