

## Student Services Manager

# CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM CLARKSVILLE, TENNESSEE JOB DESCRIPTION

**Job Title:** PT Student Services Manager

**Department:** Instructional

**Date:** August 2011

**Reports To:** Director of Student Services

**Grade:** 501

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### **Purpose of Job**

The Student Services Manager under the general supervision of the Director of Student Services, 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 Office.
- Provides leadership for maintaining and improving attendance procedures in the individual schools of the district.
- Coordinates the administration and enforcement of all matters pertaining to compulsory attendance, discipline, homebound instruction, home schooling, residency requirements, guardianship, open enrollment, intra-and-inter district transfers, and other alternative school options (charter schools).
- Assists in the total operation of the Board Attendance Review Committee (BARC) and serves as its chair.
- Serves as a Hearing Officer in all district expulsion hearings and assists in the coordination of the student discipline review and hearing process.
- Assists in the management of appropriate implementation for all I-20 permit forms pertaining to students who are from foreign countries, as well as foreign students through Foreign Exchange companies.
- Assists in the development of district attendance and disciplinary policies and procedures.
- Maintains an accurate understanding of all alternative programs available to district students.
- Provides staff development programs for administrative and certificated staff in matters pertaining to student attendance and discipline.

## **Student Services Manager**

- Serves as a member on the Instructional team as needed; assists in the supervision and evaluation of subordinate personnel.
- Maintains a comprehensive working knowledge of the district student management database (Power School).
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### **Community Support**

- Serves as coordinating team member of a joint attendance improvement/truancy reduction task force whose members include representatives from the Juvenile Court of Montgomery County, Department of Children Services, Center Stone Mental Health, Genesis Teen Learning Center, and Family Support Services.
- Conducts home visits and other related activities to promote positive school attendance.
- Serves as coordinator of Partner in Education School Adopter for attendance incentives.
- Serves as liaison with county and community agencies dealing with matters related to student verification of enrollment.
- Assists in the preparation, updates, and coordination of the annual distribution of the Code of Student Conduct Handbook pursuant to TCA: 49-6-4012 and 49-6-4017.

### **Additional Job Functions**

Performs other duties as assigned.

### **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/managerial experience in an educational setting or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job.

### **Knowledge of Job**

Attendance laws, district policies and procedures related to suspension, expulsion, transfer of students, Power 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.

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

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines, which includes a computer, printer, copy machine, tape recorder, facsimile machine, calculator, telephone, etc. 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, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

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

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Administrative Assistant II-Student Services/Attendance Related. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. 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 basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Administrative Assistant II-Student Services/Attendance Related.

**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 utilize mathematical formulas; 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 with equipment.

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

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require 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 minimal stress when confronted with an emergency related to the job of Administrative Assistant II-Student Services/Attendance Related.

**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).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

**Student Services Manager**

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**

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**Date**

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**Date**