

EMPLOYEE NAME: _____

Revised: 7/90; 2/91; 6/92; 2/94; 11/94; 1/95; 11/98; 6/00; 3/01; 10/12; 6/18

JOB DESCRIPTION

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| POSITION TITLE: Director, Student Assistance Programs | JOB CODE: 640 |
| DIVISION: Academic | SALARY SCHEDULE: Annual Central Office Personnel |
| DEPARTMENT: Teaching & Learning Support and Specialized Services | WORK DAYS: 238 |
| REPORTS TO: Assistant Superintendent, Teaching & Learning Support and Specialized Services | PAY GRADE: CDR 6 or 7 |
| FLSA: Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: To provide leadership in the development, implementation, and evaluation of student assistance programs aimed at the preventive and remedial approach to problems associated with learning. | |

REQUIREMENTS:

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| 1. Educational Level: Specialist Degree required, Ph.D. preferred |
| 2. Certification/License Required: Valid Georgia Leadership Certificate |
| 3. Experience: 5 years of experience in school psychology or related field |
| 4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities |
| 5. Knowledge, Skills, & Abilities: Knowledge and understanding of ethical standards and best practices related to school psychology and school counseling; Knowledge of federal and state rules related to Response to Intervention and Special Education; Ability to provide supervision and evaluation of staff; Written and oral communication skills that support the essential duties of the position; Understanding of budgetary process; Leadership and organizational skills. |

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

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| 1. Demonstrates prompt and regular attendance. |
| 2. Leads, supervises and coordinates all Student Assistance Programs which include Psychological Services, Hospital/Homebound Instruction, and School Counseling. |
| 3. Guides district staff and local school administration in the coordination of student assistance programs. |
| 4. Develops and provides professional learning experiences to individuals and groups. |
| 5. Responds to parents, school administrators and others on problems related to student assistance programs. |
| 6. Provides leadership in maintaining professional standards for the delivery of student assistance services. |
| 7. Participates in inter-agency consultation. |
| 8. Ensures that the staff is aware of current laws and trends, locally and nationally, in education and support services that may affect their work. |
| 9. Oversees and monitors budgets for all assigned programs. |
| 10. Supervises, evaluates and hires staff. |
| 11. Assesses departmental data to determine effectiveness and future needs. |
| 12. Performs other duties as assigned by appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____