



EMPLOYEE NAME: _____

Created: 6/14; Revised 6/15; 6/18; 9/18; 9/22;10/24

JOB DESCRIPTION

POSITION TITLE: Director, Student Support	JOB CODE: 641B
DIVISION: Chief of Staff	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Student Support	WORKDAYS: Annual Administrative Employees
REPORTS TO: Chief of Staff	PAY GRADE: CDR (5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership in the development, implementation, and evaluation of the district’s student enrollment and support policies and procedures.	
REVISION DATE(S): 10/24	

REQUIREMENTS:

1.	Educational Level: Master’s degree required
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: 3 years in leadership/supervisory role with experience in student disciplinary procedures and policy and planning
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning; organizational and leadership

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

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Works collaboratively with other divisions and all schools.
3.	Plans, conducts, and provides follow-up to local school administrator meetings.
4.	Assists school principals in the areas of communication with staff, parents, community, or other administrators regarding student enrollment.
5.	Conducts in-service workshops for administrators and school personnel who participate in student enrollment process.
6.	Serves as office of first review for court orders received by local schools (GAL, CASA, TPO, etc.).
7.	Assists local schools with enrollment issues regarding Power of Attorney for the Care of a Minor Child and Kinship Caregiver Affidavits.
8.	Supports local school staff with fieldtrips.
9.	Supports local school staff with other student related issues as needed.
10.	Works closely with the CCSD attorney to ensure legal procedures are followed.
11.	Prepares appropriate reports as needed.
12.	Serves as the initial central office contact for issues related to custody and guardianship.
13.	Provides supervision, support and leadership development for the Supervisors of School Health Services, and School Social Workers.
14.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____