



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Director of Student Support
SCHOOL/DEPARTMENT	Curriculum and Instruction
SALARY	Admin VI plus supplement
FLSA STATUS	Exempt
REPORTS TO	Chief Academic Officer
SUPERVISES	School Social Workers, School Counselors, Student Safety, McKenny-Vento, School Nurses
WORK WEEK SCHEDULE	Monday - Friday; must be able to work late evenings and some weekends
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Director of Student Support performs supervisory and administrative tasks in developing, implementing, and managing programs designed to address student support services at all levels including: Student Safety and Discipline (oversees discipline referral data from each school and develops school and district discipline reports, provides LEA data regarding drop outs and discipline), School Counselors, Social Workers, and School Nurses. Additionally, the Director of Student Support acts as the school district's McKenny-Vento representative.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of federal, state and local policies and procedures regarding counseling services, homeless education, nursing requirements, and the administration of student records
- Considerable knowledge of Orange County policies, procedures and standards regarding counseling services, homeless education, and nursing requirements

- Considerable knowledge of outside agencies that offer services for students and for students in transition
- Considerable knowledge of appropriate counseling strategies effective in emergency situations
- Considerable knowledge of various scholarships available for students and the application process
- Considerable knowledge of the current literature, trends, methods and developments in the area of student counseling, homeless education, and nursing
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- Considerable knowledge of FERPA and student information confidentiality
- General knowledge of the principles of supervision, organization and administration
- General knowledge of the NC Standard Course of Study and Common Core
- Ability to develop and support staff
- Ability to counsel and motivate students
- Ability to evaluate the effectiveness of programs and make recommendations for improvements
- Ability to use common office machines and computer driven word processing, spreadsheet, desktop publishing and file maintenance programs
- Ability to maintain complete and accurate records and to develop meaningful reports from them
- Ability to effectively express ideas orally and in writing
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Thorough knowledge and demonstrated ability to effectively manage the Counselor local budget
- Thorough knowledge of the Safe Touch Program, its online registration process, and the ability to collaborate with school counselors to create current course guides
- Thorough knowledge of the ASCA national model with the ability to ensure the school district is offering a comprehensive counseling program
- Ability to work with K-12 school counselors regarding essential standards and moving them towards the ASCA national model
- Ability to lead K-12 school counselors through the evaluation process

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree from an accredited institution in the area of social work, counseling, nursing or in a related teaching area
- Five (5) years minimum of public school experience or District level administration

CERTIFICATION AND LICENSE REQUIREMENTS

- Valid NC Teacher and/or Counselor Certification

PREFERRED QUALIFICATIONS:

- Valid NC School Administrator Certification
- Master's Degree or higher from an accredited institution in the area of Social Work, Counseling, Public Administration, Nursing, or in a related area

- Ten (10) years of experience serving as a teacher, counselor, social worker, administrator or district level administrator in a public school system

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee the School Social Workers and the district's social work program
2. Oversee the School Counselors and the district's counseling program
3. Oversee the School Nurses and the district's school nurse program, including coordination of the district's agreement with Orange County and the Orange County Department of Health
4. Coordinate peer mediation trainings and services
5. Work with K – 12 counselors on essential standards and moving them towards the ASCA national model.
6. Collaborate with K-12 school counselors regarding essential standards and moving them towards the ASCA national model
7. Ensure that the school district is offering a comprehensive counseling program
8. Oversee the Safe Touch Program, online registration process, and collaborate with school counselors to create a current course guide
9. Lead K-12 school counselors through the evaluation process
10. Ensure that the district is offering a comprehensive counseling program including: transitions between levels, course registration, course guide oversight, and college preparedness.
11. Interpret laws relating to homeless students (McKinney-Vento Act) and ensures the delivery of mandated services
12. Identify students experiencing homelessness, maintain a program database and writes reports as required by district, state and/or federal agencies
13. Maintain necessary records ensuring confidentiality of students and their families
14. Act as a mediator during dispute resolution hearings, provide documentation to the NCDPI and maintain site paperwork
15. Identify community resources to assist with meeting the needs of students and their families experiencing homelessness
16. Serve as liaison between schools and agencies/facilities, such as homeless shelters, social services, court services, and the police department to coordinate assistance for homeless students
17. Act as a resource to school-based administrators, social workers, school counselors, teachers and health services personnel regarding homeless students, interpretation of homeless/school attendance policies and laws and record-keeping requirements
18. Coordinate the publication of a system-wide middle and high school registration guide
19. Oversee the Safe Touch Program, online registration process, and collaborate with school counselors to create a current course guide
20. Lead K – 12 counselors through the evaluation process
21. Assist in development and coordination of district and community resources to provide a safe, disciplined learning environment, including cooperative guidance in the district's safety measures
22. Collaborate with Director of Accountability and Testing to compile and analyze District, State, and Federal discipline data, summaries, and trends to assist in developing responsive prevention and intervention strategies
23. Oversee discipline referral data from each school and develops school and district discipline reports
24. Data Manager for Discipline
25. Provide LEA results reflecting Dropout Rate, and Discipline data

26. Assist and facilitate school staff with implementing applicable policies, and procedures, related to student conduct and discipline
27. Provide staff development on student discipline procedures, policy, and legal requirements
28. Preside over, coordinate, and represent school administration in the student discipline hearing process
29. Advise parents, administrators, and other staff regarding student discipline
30. Complete annual review and approval of the Student Code of Conduct
31. Represents the district as a liaison for community agencies
32. Serve as the district liaison with the Orange County Sheriff's Department and School Resource Officers.
33. Oversee the School Social Workers and the district's social work program
34. Oversee the School Nurses and the district's school nurse program, including coordination of the district's agreement with Orange County and the Orange County Department of Health
35. Coordinate peer mediation trainings and services
36. Attend PTA, school board and various other community meetings as necessary
37. Serve as the District Liaison for the following:
 - a. Administrative Office of the Courts, specifically Judicial District 15B
 - b. Orange County Department of Social Services
 - c. Orange County Drug-Free Schools Project (SAFE)
 - d. Triumph Academy Day Treatment
 - e. Orange Collaborative Team
 - f. Safer Schools Committee
38. Perform additional duties as assigned by the Chief Academic Officer

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and*

skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.