



VIRGINIA BEACH CITY PUBLIC SCHOOLS

CHARTING THE COURSE

EXECUTIVE DIRECTOR, STUDENT SUPPORT SERVICES

GENERAL RESPONSIBILITIES

Under the leadership of the Chief Academic Officer, the position is responsible for developing, coordinating, implementing, administering, and evaluating a comprehensive program of student support services, to include school counseling services and student records, psychological services, social work services, AVID, summer school, Section 504, Positive Behavioral Interventions and Supports (PBIS), and Behavior and Social Emotional (BASE) program; provide departmental leadership that promotes collaborative planning, innovative thinking and exemplary programs and services.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan, implement, and evaluate student support services programming to ensure continuous program improvement for the benefit of all students in alignment with the division's strategic plan.
- Ensure the seamless delivery of support services for students through cooperative, collaborative, and timely efforts with school-based administrators, central office departments, parents, and external organizations/agencies.
- Develop and/or revise policies, regulations, and procedures in compliance with federal and state regulations as they relate to specific program areas and/or services for students.
- Provide legal interpretation of division State and Federal regulations to school sites; provide legal updates to affected personnel.
- Interpret the Federal Educational Rights and Privacy Act (FERPA) requirements to schools regarding the management of student records and disclosures.
- Coordinate the development of the budget for all sections of the Office of Student Services; approve expenditures and provide fiscal management oversight.
- Provide oversight of all professional development activities provided by the Office of Student Support Services.
- Ensure communications with students, parents, school staff, administrators, school board, and community groups/agencies are timely, effective, and aligned with the school division's strategic plan.
- Make presentations to the School Board regarding student support services programs as requested.
- Establish procedures for archiving and management of records for current and former students.
- Serve as a resource to division administrators, building level teams, and community members regarding Section 504/ADA issues and implementation of the Section 504 procedures for students.
- Provide oversight and direction for the data collection and auditing for related Virginia Department of Education reporting requirements and federal monitoring of the McKinney-Vento (MV) program; provide direction for students served by the MV Act and supervise MV staff.
- Manage and direct all staff assigned to student services programs; participate in the selection, training, and evaluation of staff.
- Attend School Board meetings, presents reports and provides technical counsel as requested by the Chief Academic Officer and/or Superintendent.
- Maintain liaison with the Virginia Department of Education, and institutions of higher education.
- Work collaboratively with the Virginia Beach City Records Management Office, The Library of Virginia, and federal agencies responsible for oversight of records management to include-supervising the processing of transcript requests for former students and responding to subpoena requests for student records.
- Perform related work as required.



KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the practices, methods and techniques used in the administration and supervision of all facets of student support services; thorough knowledge of prescribed School Board policies and procedures; thorough knowledge of federal, state, and local laws, codes, regulations, and ordinances related to the areas of responsibility for student support services. Must have excellent oral and written communication skills, and leadership and organizational skills. Must have the ability maintain confidentiality of records and privileged communications; accurately interpret and administer legal mandates, policies, and procedures; and train, supervise and evaluate staff. Must have the ability to motivate others to reach their fullest potential; establish and maintain effective working relationships with school officials, students, parents, teachers, staff, and various groups of individuals/agencies. Must have the ability to work independently with little direction.

EDUCATION AND EXPERIENCE

Required: Master’s Degree in Education or related field with pupil personnel and/or an administrative/supervision emphasis, postgraduate Professional License and Administration and Supervision Prek-12 endorsement required; a minimum of three (3) years of successful experience as an administrator in the field of student support services.

Preferred: Doctorate in Education Administration, Educational Leadership, or related field.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, crouching, and driving. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license.
Regular and reliable attendance is an essential function of this position.

FLSA status: Exempt	Description Rev: 08/11, 3/16 7/20, 3/22
---------------------	---