

substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Chief Instructional Officer

GENERAL RESPONSIBILITIES

1. Supervises student services relating to guidance and counseling, psychological services, educational records, student progression and homeless education.

SPECIFIC RESPONSIBILITIES

1. Supervises all staff and office personnel assigned to Student Services, interprets Student Services' programs for the educational staff; conducts in-service training to acquaint staff with available services/resources.
2. Interprets Student Services' programs for the educational staff; conducts in-service training to acquaint staff with available services-
3. Serves as liaison with law enforcement agencies, particularly as relates to the Department of Children and Families and mentors the liaison for homeless students.
4. Supervises enrollment procedures, maintenance of files of inactive schools and the data maintained in cumulative records.
5. Coordinates the development and implementation of the district's grade reporting plan, and Student Progression Plan.
6. Coordinates and directs the student evaluation program including the services of the school psychologists and school counselors.
7. Oversees the coordination and implementation of the district's guidance program and the district's annual college night program.
8. Coordinates the district's response on issues dealing with Section 504 of the Rehabilitation Act of 1973.
9. Directs the district's compliance with Florida Home Education requirements.
10. Implements management procedures for all aspects of Student Services which provide for continual and systematic evaluation at all levels.

11. Provides a comprehensive continuum of coordinated programs including communication channels for the interface between Student Services, regular education, parents, community and other agencies.
12. Coordinates the development of manuals, e.g., Crisis Response Emergency, Grade Reporting Manual, Guidelines for Educational Records, Guidelines for Registration and Enrollment, Section 504 and the Student Progression Plan.
13. Acts as a consultant to school planning groups and principals regarding issues related to Student Services.
14. Consults with administrators, employees, parents, personnel from community agencies or school district, DOE staff, or others to resolve complaints and sensitive problems relating to Student Services.
15. Performs other duties as assigned.