

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM**  
**CLARKSVILLE, TENNESSEE**  
**Job Description**

**Job Title:** Director of Student Services

**Department:** Instructional

**Date:** March, 2007

**Reports To:** Chief Academic Officer

**Grade:** 181

**Purpose of Job**

The Director of Student Services, under the general supervision of the Chief Academic Officer, is responsible for the administration, coordination, and supervision of all district Student Services functions.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

District Support

- Provides administrative and organizational leadership for the district and Student Services Office.
- Provides leadership for maintaining and improving attendance procedures in the individual schools of the district.
- Coordinates the administration and enforcement of all matters pertaining to compulsory attendance, discipline, homebound instruction, home schooling, residency, guardianship, open enrollment, and intra-and-inter-district transfers.
- Manages the total operation of the Board Attendance Review Committee(BARC) and serves as its chair.
- Serves as chief Administrative Hearing Officer in all district expulsion hearings and coordinates the student discipline review and hearing process.
- Provides expert assistance and legal updates in concert with the School Board Attorney to all school administrators relative to legal interpretation of Tennessee Code Annotated .
- Manages appropriate implementation for all I-20 permit forms pertaining to students new to the district who are from foreign countries.
- Assists in the development of district attendance and disciplinary policies and procedures.
- Maintains an accurate understanding of all alternative programs available to district students.
- Provides staff development programs for administrative and certificated staff in matters pertaining to student attendance and discipline
- Serves as a member on the Instructional team; supervises and evaluates subordinate personnel.
- Serves as a member of the Board of Education Negotiations Team

Community Support

- Serves as coordinating team member of a joint attendance improvement/truancy reduction task force whose members include representatives from the Juvenile Court of Montgomery County, Department of Children Services, Center Stone Mental Health, Genesis Teen Learning Center and Family Support Services.
- Conducts home visits and other related activities to promote positive school attendance.
- Serves as coordinator of Partner in Education School Adopter for attendance incentives.
- Serves as liaison with county and community agencies dealing with matters related to student verification of enrollment.
- Prepares, updates, and coordinates the annual distribution of the Code of Student Conduct Handbook pursuant to TCA.49-6-4012-49-6-4017.

**Additional Job Functions**

Performs other duties as required.

**Knowledge/Skills:**

Attendance laws, district policies and procedures related to suspension, expulsion, transfer of students, Mac School/SMS database, counseling and conflict mediation strategies, alternative educational and intervention programs within and beyond the district, due process requirements, truancy prevention and drop-out recovery programs, effective School Attendance Review Board(TRB) practices, effective parenting skills.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Valid teacher license/Tennessee administrative credential; Master's degree or higher; 3-5 years of successful administrative experience with a record of leadership in an educational setting.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light work.

**DATA CONCEPTION:**

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**INTERPERSONAL COMMUNICATION:****LANGUAGE ABILITY:**

Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:**

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

**VERBAL APTITUDE:****NUMERICAL APTITUDE:**

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:**

Requires the ability to inspect items for proper length, width and shape visually.

**MOTOR COORDINATION:**

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

**MANUAL DEXTERITY:**

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

**COLOR DISCRIMINATION:**

Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:**

**PHYSICAL COMMUNICATION:**

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**