

Anoka-Hennepin Independent School District #11
Job Description

Title: Executive Director of Student Services
Department: Superintendent
Reports to: Superintendent
Prepared Date: June 14, 2016

SUMMARY of RESPONSIBILITIES

Directs the District's Special Education and Student Services Departments. Directs a comprehensive student service program focused on increased student achievement, closing the achievement gap increasing or enhancing learning opportunities for all students, positive mental health, and student wellness. Provides district wide leadership to ensure fair, respectful and equitable treatment, safe and positive learning environments, access to full participation, resources and service for all students and families. Performs the following duties personally or through subordinate supervisors. The position serves on the Superintendent's Cabinet.

DUTIES AND RESPONSIBILITIES

Leadership and Planning

- Researches, develops, and implements workplace efficiencies for the departments overseen and their employees to maintain effective service-based departments.
 - Assesses the effectiveness of current operations and improvements.
 - Recommends and oversees changes in procedures to improve effectiveness and service.
 - Facilitates ongoing collaboration between district employees and departments.
- Facilitates the development and implementation of strategic initiatives in areas of oversight to support the mission and goals of the District.
- Assures compliance with laws and District policies in areas of oversight.
- Provides recommendations to the School Board for planning in the provision of services.
- Serves on national, state and local committees as a representative of the District and attends meetings in furtherance of the District's mission.

Special Education

- Provides assistance to department administrators in the assumption of general administrative responsibility within their departments.
- Accountable for the overall effectiveness of the Special Education programs and services.
- Prepares and presents reports to the School Board, Superintendent, Parent Advisory Committees and others concerning the strengths, needs and proposed changes within the Special Education programs.
- Resolves conflicts or disputes by directing the investigation of complaints or allegations; represents the district in conciliation, mediation, arbitration and/or due process hearings.
- Participates in legislation and rule making at state and federal level to ensure that the district has representation regarding the impact of proposed laws and rules in the area of Special Education.
- Oversees the development, coordination, and implementation of the health services programs for the district.

Student Services

- Plans, develops, coordinates and implement processes and procedures to ensure the safety of the District's students and staff while maintaining compliance with the Federal Title IX and Minnesota's Human Rights Act requirements.
- Oversees district-wide student mental health services, create policies and procedures, consistent with school district's policies and state and federal law.
- Accountable for the overall effectiveness of the mental health service program and services.

Miscellaneous

- Communicates effectively with stakeholders.
- Advises the Superintendent of areas of oversight.
- Prepares, recommends, and monitors program budgets for the allocation of resources in the areas of oversight.
- Performs other tasks and assumes other responsibilities as the Superintendent may assign.

SUPERVISORY RESPONSIBILITIES

Directly supervises the Director of Special Education and the Director of Student Services, and indirectly supervises their reports. Has responsibility for the overall direction, coordination, evaluation and supervision of these employees in accordance with District policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Master's degree required in education field required. Requires ten years related experience, preferably in an educational setting; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Director of Special Education Licensure required.

Experience as a Special Education administrator, supervisor, curriculum advisor or due process compliance officer desired.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of laws effecting school districts.

Knowledge of special education and equity in education.

Skilled in verbal and written communication to a diverse audience.

Skilled in problem analysis, data collection, and problem solving.

Ability to respond to common inquiries or complaints from administrators, employees, students, general public, and School Board.

Ability to effectively present information to and respond to questions from administrators, employees, students, general public, and School Board.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to read, analyze and interpret written documents, including legal documents.

Ability to write comprehensive reports, correspondence, and procedure manuals.

Ability to maintain regular attendance, which includes completing an assigned day, and attending evening and weekend obligations.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required. The noise level in the work environment is usually quiet.