

Anoka Hennepin Independent School District #11
Job Description

Title: Director of Student Services
Department: Student Services
Reports to: Associate Superintendent
Prepared Date: January 2010

SUMMARY OF RESPONSIBILITIES

Manages a comprehensive student service program focused on increased student achievement, closing the achievement gap increasing or enhancing learning opportunities for all students. 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 Anoka-Hennepin students and families. Directs the planning, coordination and delivery of services through subordinate student services coordinators.

DUTIES AND RESPONSIBILITIES

- Directs the planning, implementation and management of student services programs and activities including: Magnet/Specialty Schools, Prevention, Social Workers, Crisis Response, Prevention Workers, Crime Levy, Safe and Drug Free Schools, Indian Education, Multicultural Education, Community/Desegregation Collaboration Plan, English Second Language, Student Learning Advocates, Future leaders, EXCEL, Success for the Future, AVID, SIOP, SEED, Discover U and Cultural Competence.
- Insures compliance with the following grant awards: Integration Revenue, Title III (ESL), Refugee Grant, Migrant Grant, Johnson O'Malley Grant, Success for the Future, Title VII (Indian Education), Safety and Drug Free Schools. Collaborative grants with the county and school district.
- Directly or indirectly manages all staff assigned to student service programs through coordinators or program leadership.
- Facilitates and directs the work of the Community Collaboration council to develop the District's Desegregation Plan. Develops budget and program, seeks grant funding, and make recommendations to the School Board for policies and procedures required to implement the Desegregation Plan.
- Directs the District's initiatives with the Federal and State Government to implement the grant-funded Magnet School Programs.
- Conducts performance appraisals, in compliance with State Law and School Board Policy, for all staff who report directly to this position.
- Designs and establishes systems and processes for monitoring and evaluating the fidelity of implementation and the effectiveness of programs with measurable outcomes.
- Collaborates with Associate Superintendents, building principals and program directors from Supplemental Services, Research, Evaluation and Testing, Child Nutrition, Community Education, Curriculum and Instruction and Special Education to insure a seamless delivery of student services.
- Supports the Inclusion & Diversity Coordinator and the School Learning Advocates as they continue their work to improve the district's multicultural resources, improve

multicultural learning opportunities, promote support for families in need, improve student achievement and increase the number and retention of teachers and staff of color.

- Directs the work of program coordinators for AVID, discover U, Magnet/Specialty Schools, Prevention and Equity, focusing on site team planning, data collection and analysis relating to student achievement and the achievement gap, and examination of a site's supports or barriers for student success in rigorous coursework.

EDUCATION and/or EXPERIENCE

Requires Principal's License. Experience running programs and interventions leading to student increased student achievement. Background and experience working with issues of equity. Grant writing experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Principal's License