

Anoka Hennepin Independent School District #11
Job Description

Title: Director of Student Services
Department: Student Services
Reports to: Associate Superintendent for Middle Schools and Student Services
Prepared Date: July 20, 2020

SUMMARY OF RESPONSIBILITIES

Manage a comprehensive student services program focused on increased student achievement, closing the achievement gap, ensuring a healthy learning environment, providing high quality mental health support, and increasing or enhancing equitable learning opportunities for all students. Provide 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.

DUTIES AND RESPONSIBILITIES

- Direct the planning, implementation and management of programs, staff and activities including: Equity Achievement Plan, Magnet/Specialty Schools, AVID, Prevention, School Social Workers, School Counselors, Health Services, Mental Health programming, Crisis Response, Safe Schools, Naviance, Achievement and Integration Minnesota (AIM) Plan/Budget, English as a Second Language (ESL), Homeless Outreach and Education (HOPE), Family Welcome Center (FWC), Migrant Outreach, Indian Education, Title VI, and Title IX.
- Insure compliance with the following grant awards: AIM Revenue, Safe Schools Grant, Title III, State mental health grants, Indian Education grants, and McKinney Vento. Collaborative grants with the county and school district such as Anoka County Children and Family Council (ACCFC).
- Assist with the oversight to ensure compliance with the Equal Access Act.
- Make recommendations to the Associate Superintendent concerning staff allocation, resource planning and program development for the District's ESL program in collaboration with the Curriculum, Instruction, and Assessment Department.
- Conduct performance appraisals, in compliance with State Law and School Board Policy for all staff who report directly to this position.
- Design and establish systems and processes for monitoring and evaluating the fidelity of implementation and the effectiveness of programs with measurable outcomes.
- Work cooperatively with school administrators and provide leadership for staff who work with ESL, HOPE, FWC, Migrant Outreach, Indian Education, Title VI, and Title IX.
- Direct the work of the Inclusion/Diversity Coordinator in the area of recruitment and retention.
- Lead the Culturally Responsive Teaching (CRT) District Support Team and assist in the facilitation of districtwide professional development.
- Facilitate the Naviance User Group Meetings and act as the liaison between the Naviance Consultant and the district IT staff.

- Facilitate the Curriculum Support meetings for School Counselors and assist in the development of their Continuous Improvement Plan and budget.
- Act as the Liaison to the Northwest Suburban Integrated School District and the Northwest Hennepin Family Service Collaborative.
- Serve as one of the liaisons between the District and other agencies and organizations providing services to ESL, HOPE, FWC, Migrant Outreach, Title VI, and Title IX programming, Mental Health programming, and Health Services programming.
- Research national developments in Mental Health, Health Services, Indian Education, ESL, HOPE, FWC, Migrant Outreach, Title VI, and Title IX instruction and advise the Associate Superintendent on better practices for adoption and adaptation in the District.
- Analyze, interpret, track, review, report, and manage data surrounding Mental Health services, Health services, Indian Education, ESL, HOPE, FWC, Migrant Outreach, Title VI, and Title IX and make recommendations based on data.
- Prepare and present reports to the School Board in coordination with Associate Superintendent.
- Co-facilitate the district's Anti-Bullying/Anti-Harassment Leadership Team.
- Member of the Mental Health Advisory Team, the Middle School Advisor/Advisee Study Committee, The Healthy Partnership Advisory, Indian Education Reposting Committee, and the Sub Calendar Committee.
- Facilitate and/or participate on district committees representing ESL, HOPE, FWC, Migrant Outreach, Indian Education, Health Services, Mental Health Services, Title VI, and Title IX.
- Prepare annual Police Liaison Service contracts and facilitate the payment of service invoices.
- Perform other tasks and assume other responsibilities as assigned by the Associate Superintendent for Middle Schools and Student Services.

SUPERVISORY RESPONSIBILITIES

Directly supervise the Assistant Director of Student Services for Health Services, the Assistant Director of Student Services for Mental Health, Indian Education Principal on Special Assignment, Homeless Youth and Family Liaison, FWC Intake Specialists, FWC Counselor, FWC Secretary, and ESL Cultural Liaison, Inclusion/Diversity Coordinator, and the PreK-12 District Social Worker. Perform supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires Bachelor's Degree in education or related field. Demonstrated experience running programs and interventions leading to increased student achievement and working with issues of equity. Demonstrated experience with student health services and mental health services. Experience leading district Indian Education programming. Grant writing experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires current valid Minnesota Administrative License (K-12 Principal, Superintendent, Director of Special Education).

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of Achievement and Integration Minnesota (AIM), magnet and specialty schools, AVID, ESL, HOPE, Migrant Outreach, Indian Education, Mental Health programming, and Health Services programming, Title VI, and Title IX.

Highly skilled in facilitating adult learning and the development and presentation of staff development opportunities.

Skilled in verbal and written communication to/with a diverse audience.

Ability to respond to common inquiries or complaints from administrators, teachers, other District employees, the general public and the School Board.

Ability to effectively present information to administrators, teachers, other District employees, the general public and the School Board.

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

Ability to problem solve in a variety of settings.

Ability to maintain regular attendance, which includes completing an assigned day.

PREFERRED QUALIFICATIONS

Master's Degree preferred. Teaching and administrative experience preferred.

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 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.