

Anoka-Hennepin Independent School District #11
Job Description

Title: Assistant Director of Student Services for Academic Guidance & Interventions
Department: Student Services
Reports to: Director of Student Services
Prepared Date: May 2022

SUMMARY OF RESPONSIBILITIES

Assist in the direction of Student Services programs and activities for the Anoka-Hennepin School District with a focus on academic guidance, academic counseling, and intervention supports, including School Guidance & Counseling, College and Career Readiness, 504 plan coordination, AVID coordination, Family Welcome Center, and educational excellence and equity. Responsible for program development, implementation, budget preparation and monitoring, staff supervision, program evaluation and reporting, and interface of programs with other District and/or community programming. Ensure access to full participation, resources and services for all Anoka-Hennepin students and families through the following duties:

DUTIES AND RESPONSIBILITIES

- Assist the Director with planning, implementation, and management of programs, staff and activities including Achievement and Integration Minnesota (AIM) Plan and Budget, Multi-Tiered Systems of Support (MTSS), Equity Achievement Plan, School Guidance and Counseling, and Title IV.
- Facilitate curriculum support meetings for School Counselors and assist in the development of their continuous improvement plan, professional development, and budget. Facilitate the placement process of Counseling Interns.
- Serve as the AVID (Advancement Via Individual Determination) district director. Maintain budget, coordinate professional development, attend training, review program data and site specific data, analyze trends, conduct site visits. Hiring and coordination of AVID Tutors.
- Serve as 504 Plan Coordinator, provide District support and guidance through the management, planning, and implementation of training to all school sites. Consult with Associate General Counsel on legal issues with 504 plans. Answer building questions and provide guidance on legal 504 plan processes and best practices.
- Supervise Family Welcome Center (FWC) staff (intake specialists, counselor, secretary) and coordinate and support the enrollment and assessment of English Learners.
- Participate on district committees representing English Learners and FWC.
- Collaborate with the Application, Connection, Services Department to ensure effective enrollment processes are implemented K-12.
- Facilitate College and Career Specialists and user group meetings and acts as the liaison between the program (Naviance currently) consultant and the district technology staff. Liaison with external partners, making recommendations to district leadership on college pathways software.
- Coordinate and facilitate MTSS planning and implementation in collaboration with building principals, Director of Curriculum, Instructional, and Assessment, and other Student Services assistant directors.
- Conduct performance appraisals, in compliance with State law and School Board Policy, for all staff who report directly to this position.
- Perform other tasks and assume other responsibilities as Director may assign.

SUPERVISORY RESPONSIBILITIES

Directly supervise lead guidance counselor, Family Welcome Center (FWC) intake specialists, FWC counselor, FWC secretary, and AVID tutors. Oversight of school guidance counselors and counseling interns. 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.

EDUCATION and/or EXPERIENCE

Requires Master's degree in education or related field plus five years of related professional experience in school administration, student support services or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Current valid Minnesota K-12 Administrative license.

PREFERRED EXPERIENCE

Minnesota K-12 School Guidance Counselor license preferred. Previous experience working with diverse communities; knowledge of the Anoka-Hennepin school community preferred. Teaching and administrative experience preferred.

KNOWLEDGE, SKILLS & ABILITIES

Excellent analytical, critical thinking, and judgment skills.

Proficient in the use of computer technologies, including word processing, data analysis and spreadsheets, email, and calendar tools.

Excellent verbal, written and interpersonal communication skills.

Knowledge/understanding of laws, rules, and regulations affecting related school district operations.

Knowledge of program planning, implementation, and evaluation.

Knowledge of the principles and practices of training and professional development.

Ability to facilitate meetings and implement work plans.

Ability to interact effectively with individuals and groups in a variety of settings, with persons of diverse backgrounds, experiences, and agendas.

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

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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. The employee may be required to travel to individual school or off-site locations to conduct business related to the essential functions of the position.

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.