

Anoka Hennepin Independent School District #11

Job Title: Director of Student Services
Reports to: Executive Director Student Support Services

Job Summary

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.

Key Responsibilities

- Direct the planning, implementation and management of programs, staff and activities including: Magnet/Specialty Schools, AVID, Chemical Prevention, School Social Workers, School Counselors, Health Services, Mental Health programming, Crisis Response, Safe Schools, College/Career Planning, 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.
- Ensure 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 concerning staff allocation, resource planning and program development for the District's ESL program in collaboration with the Learning and Achievement 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.
- Lead the Culturally Responsive Teaching (CRT) District Support Team and assist in the facilitation of district wide professional development.
- Facilitate the Curriculum Support meetings for School Counselors and School Social Workers 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.
- Research national developments in mental health, health services, Indian Education, migrant outreach, Title VI, and Title IX instruction and advise the multilingual learners, homeless outreach 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 the Executive Director of Student Support Services.
- 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.
- Perform other tasks and assume other responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES

- Directly supervise the Assistant Director of Student Services, Indian Education Coordinator, Homeless Youth and Family Liaison, FWC Intake Specialists, FWC Counselor, FWC Secretary, and ESL Cultural Liaisons, 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.
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Qualifications

- 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.
 - Teaching and administrative experience preferred.
 - Master's Degree preferred.
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Skills and Competencies

- 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.
 - Strong leadership and management skills, with the ability to supervise and support special education staff.
 - Excellent communication and collaboration skills, with the ability to work effectively with parents, staff, and community partners.
 - Data-driven decision-making skills, with the ability to analyze student performance data and adjust programs accordingly.
 - Strong problem-solving, conflict resolution, and crisis management skills.
 - Ability to manage multiple priorities and work effectively in a fast-paced, collaborative environment.
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Physical Requirements and Work Environment

- This position requires regular travel between schools and district offices.
- Must be able to work extended hours, including evenings and weekends, as needed to meet the needs of special education programs.