

# Anoka Hennepin Independent School District #11

**Job Title:** Executive Director of Student Support Services

**Reports to:** Deputy Superintendent

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## Job Summary

The Executive Director of Student Support Services leads the district's efforts in providing high-quality support services to students, ensuring that their academic, emotional, social, and health needs are met. This position oversees the planning, coordination, and evaluation of services such as special education, school counseling, health and wellness programs, behavioral interventions, and other initiatives that support student success. The Executive Director works collaboratively with district and school administrators, parents, and community partners to create inclusive and equitable learning environments for all students.

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## Key Responsibilities

### Leadership and Program Oversight:

- Lead and manage district-wide student support services, including special education, counseling, nursing, mental health services, behavioral interventions, and related programs.
- Ensure that all programs align with district goals, state and federal regulations, and best practices in student support.
- Collaborate with school administrators and staff to implement and monitor support services at the school level.

### Special Education Management:

- Oversee the district's special education programs, ensuring compliance with state and federal laws, including the Individuals with Disabilities Education Act (IDEA).
- Ensure that individualized education programs (IEPs) are effectively developed and implemented for students with disabilities.
- Provide leadership and support for special education staff, including teachers, paraprofessionals, and related service providers.

### Student Mental Health and Wellness:

- Develop and implement programs that promote student mental health and emotional well-being.
- Supervise school counseling and mental health professionals to ensure students have access to appropriate services, including crisis intervention, mental health counseling, and social-emotional learning programs.
- Work with community health agencies and partners to expand resources and services for students.

### Health Services and School Nursing:

- Oversee the district's health services programs, including school nursing and wellness education.
- Ensure compliance with state health regulations and district policies related to student health, immunizations, and wellness.
- Develop and implement health promotion initiatives and preventive health measures for students and staff.

**Equity and Access:**

- Ensure that student support services are delivered equitably across the district and meet the needs of all students, regardless of background or ability.
- Promote inclusion, diversity, and culturally responsive practices within all support services.
- Lead efforts to identify and address disparities in access to support services, particularly for marginalized or underserved student populations.

**Collaboration with Stakeholders:**

- Build strong relationships with parents, guardians, community organizations, and other external partners to enhance student support services.
- Serve as the district's primary point of contact for student support services, communicating with stakeholders about services, programs, and policies.
- Provide training and professional development for school staff to ensure they are equipped to meet the diverse needs of students.

**Data-Driven Decision Making:**

- Collect and analyze data on student outcomes, service utilization, and program effectiveness to inform decisions and drive continuous improvement.
- Monitor key performance indicators related to student well-being, behavior, academic support, and other critical areas.
- Report regularly to the Superintendent and School Board on the effectiveness of student support services and recommend improvements.

**Crisis and Emergency Management:**

- Coordinate the district's response to student-related crises, including mental health emergencies, behavioral incidents, and other critical situations.
- Develop and implement district-wide policies and procedures for managing student crises and ensuring student safety.
- Provide guidance and support to school leaders in handling complex student issues and emergencies.

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**Qualifications**

- **Education:** Master's degree (Doctorate preferred) in Educational Leadership, Social Work, School Counseling, Psychology, or a related field.
- **Experience:** Minimum of 8-10 years of experience in student support services, special education, or a related field, with at least 5 years in a leadership role.
- **Certifications:** MN Director of Special Education license.

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**Skills and Competencies**

- Strong leadership and management skills, with a focus on supporting student well-being and success.
- Expertise in special education, mental health, and student support services.
- Deep understanding of state and federal regulations related to special education and school desegregation and integration.
- Excellent communication and interpersonal skills, with the ability to engage various stakeholders, including parents, staff, and community partners.
- Data-driven decision-making abilities, with strong organizational and analytical skills.
- Commitment to excellence in public education.

- Strong problem-solving, crisis management, and conflict resolution abilities.
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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.