

Anoka-Hennepin Independent School District #11
Job Description

Job Title: Assistant Director of Student Services
Department: Student Services Department
Reports to: Director of Student Services
Prepared Dated: November 16, 2016

SUMMARY OF RESPONSIBILITIES

Assist in the direction of Student Services programs and activities for the Anoka-Hennepin School District with a focus on safe and welcoming schools, educational equity and excellence. 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: Magnet/Specialty Schools, Prevention, School Social Workers, Crisis Response, Safe Schools, Achievement and Integration Minnesota (AIM) Plan/Budget, English as a Second Language (ESL), Homeless Outreach and Education (HOPE), Family Welcome Center (FWC), Migrant Outreach, Title VI, and Title IX.
- Assist with the oversight to ensure compliance with the Equal Access Act.
- Act as liaison between the District, schools, and families regarding the Minnesota Human Rights Act, Safe and Supportive Schools Act, Title VI, and/or Title IX.
- Make recommendations to the Director concerning staff allocation, resource planning and program development for the District's ESL program.
- Conduct performance appraisals, in compliance with State law and School Board Policy, for all staff who report directly to this position.
- Work cooperatively with school administrators and provide leadership for staff who work with AIM, ESL, FWC, Migrant Outreach, Title VI, and Title IX.
- Serve as the AVID district director.
- Facilitate curriculum support meetings for school counselors and assists in the development of their continuous improvement plan and budget.
- Facilitate Naviance user group meetings and acts as the liaison between the Naviance consultant and the district IT staff.
- Facilitate and/or participate on district committees representing ESL, FWC, Migrant Outreach, CRT, Title VI, and Title IX.
- Serve as one of the liaisons between the District and other agencies and organizations providing services to AIM, ESL, FWC, Migrant Outreach, Title VI, and Title IX programming.
- Serve as the district liaison to school-based Gay Straight Alliance (GSA) groups.
- Assist the director in analyzing, interpreting, tracking, reviewing, reporting, and managing data surrounding AIM, ESL, FWC, Migrant Outreach, Title VI, and Title IX.
- Assist in leading the Culturally Responsive Teaching District Support Team and facilitation of district-wide professional development.

- Perform other tasks and assume other responsibilities as Director may assign.

SUPERVISORY RESPONSIBILITIES

Directly supervise ESL cultural liaisons, FWC intake specialists, FWC counselor, FWC secretary. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work.

EDUCATION and/or EXPERIENCE

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

CERTIFICATES, LICENSES, REGISTRATIONS

None.

KNOWLEDGE, SKILLS & ABILITIES

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

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.

PREFERRED EXPERIENCE

Minnesota PK-12 Administration license preferred. Previous experience working with diverse communities; knowledge of the Anoka-Hennepin school community 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. 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.