

**Anoka Hennepin Independent School District #11**  
**Job Description**

**Title:** Director of Student Services  
**Department:** Student Services  
**Reports to:** Executive Director of Student Services  
**Prepared Date:** August 26, 2016

**SUMMARY OF RESPONSIBILITIES**

Manage a comprehensive student services program focused on increased student achievement, closing the achievement gap and increasing or enhancing 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**

- Directs the planning, implementation and management of programs, staff and activities including: Magnet/Specialty Schools, AVID, Prevention, School Social Workers, School Counselors, 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, Title VI, and Title IX.
- Insures compliance with the following grant awards: AIM Revenue, Safe Schools Grant, Title III, and McKinney Vento. Collaborative grants with the county and school district such as Anoka County Children and Family Council (ACCFC).
- Assists with the oversight to ensure compliance with the Equal Access Act.
- Makes recommendations to the Executive Director of Student Services concerning staff allocation, resource planning and program development for the District's ESL program in collaboration with the Curriculum, Instruction, and Assessment Department.
- Conducts performance appraisals, in compliance with State Law and School Board Policy for all staff who report directly to this position.
- Designs and establishes systems and processes for monitoring and evaluating the fidelity of implementation and the effectiveness of programs with measurable outcomes.
- Collaborates with the Executive Director of Student Services, Associate Superintendents, and the Director of Secondary Schools to determine staffing requirements for ESL program and monitor and adjust as student counts change.
- Works cooperatively with school administrators and provide leadership for staff who work with ESL, HOPE, FWC, Migrant Outreach, Title VI, and Title IX.
- Directs the work of the Inclusion/Diversity Coordinator in the area of recruitment and retention.
- Leads the Culturally Responsive Teaching (CRT) District Support Team and assists in the facilitation of district-wide professional development .
- Facilitates the Naviance User Group Meetings and acts as the liaison between the Naviance Consultant and the district IT staff.

- Facilitates the Curriculum Support meetings for School Counselors and assists in the development of their Continuous Improvement Plan and budget.
- Acts as the Liaison to the Northwest Suburban Integrated School District and the Northwest Hennepin Family Service Collaborative.
- Serves 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.
- Researches national developments in ESL, HOPE, FWC, Migrant Outreach, Title VI, and Title IX instruction and advises the Executive Director of Student Services on better practices for adoption and adaptation in the District.
- Analyzes, interprets, tracks, reviews, reports, and manages data surrounding ESL, HOPE, FWC, Migrant Outreach, Title VI, and Title IX and makes recommendations based on data.
- Prepares and presents reports to the School Board in coordination with Executive Director of Student Services.
- Co-facilitates the AH Anti-Bullying/Anti-Harassment Leadership Team.
- Member of the Mental Health Advisory Team, the Middle School Advisor/Advisee Study Committee, The Healthy Partnership Advisory, and the Sub Calendar Committee.
- Facilitates and/or participates on district committees representing ESL, HOPE, FWC, Migrant Outreach, Title VI, and Title IX.
- Prepares annual Police Liaison Service contracts and facilitates the payment of service invoices.
- Performs other tasks and assumes other responsibilities as assigned by the Executive Director of Student Services.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises 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. Performs 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 student increased student achievement and working with issues of equity. 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, Title VI, and Title IX.

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

Ability to problem solve in a variety of settings.

Ability to maintain regular attendance, which includes completing as 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.