

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, Intervention Services

QUALIFICATIONS

- Master's Degree required. Degree major in an appropriate Exceptional Education field or Student Services field preferred.
- Certification in Administration/Supervision or Educational Leadership or three (3) years of successful administrative/supervisory experience.
- Three (3) years of successful supervising and/or teaching experience in Exceptional Student Education or Student Services.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of applicable laws, rules, policies, and procedures, as they relate to Exceptional Student Education/Student Support Services.
- Knowledge of basic computer software and hardware.
- Knowledge of Student Database Systems.
- Knowledge of personnel evaluation protocols and other personnel procedures.
- Skill in problem solving.
- Skill in reading, interpreting, and applying information in technical manuals and other documents.
- Effective skills in oral and written communications.
- Ability to plan, organize, and prioritize, analyze, interpret, and use data in decision-making.
- Ability to communicate and work collaboratively with key stakeholders.
- Ability to interpret policy and law.
- Ability to provide leadership and training to assigned personnel.
- Ability to coordinate and manage curriculum and staff development.

SUPERVISION

REPORTS TO Executive Director of Student Support Services
SUPERVISES Assigned Administrative, Instructional, Clerical, and Support Staff

POSITION GOAL

To be responsible for all Student Support Services and activities within the District including professional development, social/emotional learning curriculum, budget, legal, and gifted/talented development.

PERFORMANCE RESPONSIBILITIES

1. *Provide leadership and coordination for all student support services within the District.
2. *Assist administrators with resolving issues regarding staff/parents/students/ in student service programs.
3. *Provide leadership with the development of program design, special materials, curriculum, and best practices in student service delivery.
4. *Develop and promote parent education and support programs to foster increased understanding of academic/behavioral strategies to utilize in the home setting and to build positive home/school connections.
5. *Plan and conduct meetings and chair/participate in ad hoc committees.
6. *Coordinate professional development to meet specific needs of programs within the District.
7. *Assist in the recruitment and screening of Support Service personnel.
8. *Monitor quality of Individual Education Plans (IEPs), Education Plans (Eps), Behavior Intervention Plans (BIPs), and Crisis Plans for the District.
9. *Coordinate training and support to school teams in the MTSS process, for both academic and behavioral supports.
10. *Provide consultation and support for staffing and placement of exceptional students.
11. *Coordinate the continuum of student support services and educational opportunities for students across the District.
12. *Analyze restraint/seclusion data for the District and coordinate targeted professional development for de-escalation and crisis management.
13. *Supervise Crisis Response Team (CRT) and provide ongoing professional development for crisis response across the District.

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14. *Analyze Baker Act data and coordinate professional development for suicide prevention/postvention.
15. *Supervise Homeless Education and Foster Care Programs and coordinate with community partners to support vulnerable families/students.
16. *Coordinate the behavioral and mental health supports and training to individual students and schools across the District.
17. *Coordinate Gifted and Talented services and teacher endorsement programs for the District.
18. *Coordinate the efforts of School Social Workers, School Psychologists, Behavior Analysts, Licensed Mental Health Counselors, Teachers on Assignment, and other support staff to deploy appropriate resources across the District to meet specific and unique needs of schools and students.
19. *Evaluate the quality and effectiveness of personnel and programs within the department.
20. *Assist with FTE projections and allocations for the department and school programs.
21. *Assist with the development of the department budget(s).
22. *Provide support to charter schools that request direct services.
23. *Recruit and monitor new Student Service employees.
24. *Coordinate accountability reports.
25. *Assist in implementing the District's Strategic Plan.
26. Perform other duties as assigned by the Executive Director of Student Support Services.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work

Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

WORKING CONDITIONS

Indoors

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-03-C \$85,852 - \$131,698

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 01
EEO-5 Line 03
Function 6100
Job Code 1362
Survey Code 61005

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

June 5, 2018

ADA Information Provided by Michelle Walsh
Position Description Prepared by Michelle Walsh