



Every child. Every opportunity. Every time.

**Director of Student Services
Student Services
Excluded Administrator Salary Schedule**

Grade 10 \$124,047 - \$155,060 (2023-2024 Salary)

Scope of Responsibilities

Designs district-wide procedures to identify, assess and place students with disabilities. Develops plans and the corresponding budget for implementing, monitoring and evaluating the district's student services instructional programs and initiatives.

Performance Responsibilities

1. Develops, recommends and monitors the program plan for pre k-12 with the cooperation of various directors, building principals and other administrators.
2. Manages the district student discipline process; including the Student Code of Conduct, due process hearings, and serves as a district hearing officer.
3. Manages Campus Safety.
4. Serves as Student Title IX Coordinator.
5. Leads district cultural diversity initiative.
6. Supervises the district School Health Care Practitioner.
7. Oversees the Student Services budget.
8. Conducts professional development.
9. Manages the Positive Behavior and Literacy Support district team.
10. Maintains all district student data.
11. Ensures that all schools follow district discipline policies.
12. Ensures that all schools provide appropriate discipline related data.
13. Ensures that all schools provide appropriate interventions and support to students.
14. Ensures that all schools follow district attendance policies.
15. Responsible for district attendance data.
16. Interprets and complies with federal and state rules and regulations that govern programs and services for general education students.
17. Evaluates the effectiveness of the programs and services offered at the building and district levels and assists in making necessary adjustments consistent with Board policies and district priorities/goals.

18. Develops and presents an annual program plan and budget for student services and facilities in cooperation with other administrators.
19. Meets with parents and community groups to articulate district programs and services.
20. Serves as administrative-liaison in the areas of community, university and student relations.
21. Participates in the recruiting and staff selection process of student services staff.
22. Assigns, evaluates, and monitors itinerant special education staff and student services personnel.
23. Manages the Student Services program.
24. Participates and assists in the implementation of the district's strategic plan.
25. Oversees, recommends, develops, implements, reviews, and evaluates the reproductive health care curriculum and reproductive health care advisory team.
26. Oversees parent letters related to emergency situations.
27. Oversees federal reports.
28. Oversees international student registration.
29. Oversees work permits.
30. Manages student placements within the district and requests from out of the district.
31. Works with the business office and principals for the required drill reports.
32. Manages the Letter of Intent process.
33. Works with the business office in reporting student count information.
34. Performs other duties as assigned by the Superintendent.

Minimum Qualifications

1. Valid Michigan Administrator Certification.
2. Successful experience in a multicultural, urban school district.
3. Masters degree with courses in educational administration, evaluation, testing, planning or instruction.
4. Three (3) years successful administrative experience.

Desirable Qualifications

1. Successful experience as a Special Education Teacher.

Interested applicants should apply online and attach their application to this posting.

**Internal candidates should submit a letter of interest and a current resume to the
Human Resources Department attention:**

**Sheila Dorsey-Smith, Assistant Superintendent of Human Resources
Kalamazoo Public Schools
Department of Human Resources
1220 Howard Street
Kalamazoo, Michigan 49008
(269) 337-0177 FAX (269) 337-0185**

**Position will be posted until filled
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