

**ADMINISTRATIVE POSITION DESCRIPTION**

<b>TITLE</b>	Division Chairperson – Student Support Services
<b>REPORTS TO</b>	Director of Curriculum & Instruction / Principal
<b>SUMMARY</b>	Supervises, monitors and coordinates programs, activities and personnel in the division.
<b>AREAS OF RESPONSIBILITY</b>	Student Services Department
<b>QUALIFICATIONS</b>	<ol style="list-style-type: none"><li>1. Minimum Master’s Degree, Type 75 Administrative Certificate, Type 73 School Service Personnel Certificate, and five years of teaching/counseling experience.</li><li>2. Must function effectively under pressure and be able to demonstrate consideration for others.</li></ol>
<b>TERM OF EMPLOYMENT</b>	12 Months

**POSITION RESPONSIBILITIES**

**A. Curriculum & Instruction**

1. Promotes district initiatives (i.e., NCA Outcomes Accreditation, technology).
2. Provides leadership for improving student learning.
3. Implements long and short range plans for program improvement.
4. Monitors, assesses and revises student services in terms of student outcomes.
5. Reviews, selects and evaluates student support materials.
6. Articulates with post-high school programs to achieve continuity in student career planning.

**B. Personnel**

1. Recruits and recommends staff.
2. Assigns staff.
3. Orients and inducts staff within the context of a District induction program
4. Recommends student intern assignments.
5. Evaluates and recommends professional leaves for teachers.
6. Facilitates staff development within the division and within the school.
7. Evaluates certified and classified staff.
8. Implements District policy in accordance with the faculty manual and contract.
9. Plans and conducts division meetings.
10. Assists staff in effective problem solving.

**C. Budget**

1. Prepares budget.
2. Administers budget, including ordering and receiving.
3. Plans for long-range capital outlay and equipment needs.
4. Maintains an inventory of equipment and supplies.
5. Prepares grant proposals as appropriate.

**D. School Policies and Procedures**

1. Monitors student achievement records.
2. Supervises pupil services personnel in relationship to effective counseling/social work strategies.
3. Participates in student/parent conferences, as needed.

**E. Periodic Reviews**

1. Facility utilization reviews.
2. Personnel reviews.
3. Program reviews.
4. Staff development reviews.

**F. District-Wide Meetings**

1. Participates in Administrative Team meetings.

2. Participates in monthly Leadership Team meetings.
3. Participates and facilitates committee, faculty and other meetings as required.
4. Participates in Board of Education and Board committee meetings as needed.

**G. Decision-Making**

1. Contributes to decisions within the framework of District goals and initiatives.
2. Provides a sense of direction to staff, community, students and parents.

**H. District Direction**

1. Models the behavior and attitudes he or she is attempting to promote in others.
2. Celebrates achievements and behavior which advance the division and/or District towards its vision.
3. Addresses and remediates behaviors which are contrary to the division's and/or District's vision.
4. Coordinates with staff and other administrators to advance the District towards its vision.
5. Refers staff and community to improvement goals and long-term vision.
6. Creates processes to monitor the factors which impact on the division's and/or District's progress toward its vision.

**I. School Climate**

1. Responds to questions, issues and problems promptly.
2. Consults with staff as part of the decision-making process.
3. Empowers staff within well-defined parameters.

**J. Personal Professional Development**

1. Participates in local, state and national professional organizations.
2. Promotes change within the division/district in relationship to state/national directions.
3. Conducts a review of the division in relationship to state/national standards to state/national recommendations and to exemplary programs.

**K. Unique Responsibilities**

1. Coordinates TCD placements.
2. Coordinates enrollment and registration of incoming students.

**L. Supervisory Responsibilities**

1. Supervises certified and classified staff.

**M. Other Requirements**

1. Other responsibilities as assigned.