



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Director of Student Services	Location:	Student Services
Reports To:	Superintendent	Supervises:	Department personnel
Classification:	Certified	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	261 days / 12 months	Salary:	See lhUSD.org website

Qualifications

- Master's Degree in Educational Administration or Curriculum and Instruction
- Evidence of eligibility for the appropriate Arizona Administrative or Supervisor Certification
- Knowledge of State and Federal laws pertinent to the areas of responsibility
- Evidence of a minimum of five years of teaching and administrative experience preferred; experience in special education field and/or building level administration strongly preferred
- IVP fingerprint clearance card through AZ Department of Public Safety
- Other combinations of applicable education, training, and experience, which provide the knowledge, abilities, and skills necessary to perform effectively in the position, may be considered

Summary

The Director of Student Services provides leadership, management and coordination of the overall functions of student services to include special education, state and federal grants, child welfare, attendance and transfers, health and prevention services, discipline and emergency operations.

Requisite Knowledge, Skills, and Abilities:

- Knowledge of all aspects of school law related to student services
- Knowledge of Title IX requirements and procedures
- Knowledge of specially designed instruction; best practices in special education
- Possession of leadership skills, qualities, and personal characteristics necessary to work effectively with students, teachers, parents, administrators, and the general public
- Ability to manage fiscal and physical resources and to direct the operation of a broad range of activities in order to successfully carry out instructional support activities
- Ability to communicate school system policies and programs to the general public, media, and government officials.
- Capable of short and long range planning
- Ability to communicate skillfully, both orally and in writing, including preparing complex reports, making formal oral presentations, and participate fluently in meetings
- Serve as role model

Responsibilities and Requirements

- Directs the development of Board policies related to Student Services
- Prepares timely and concise reports and recommendations to the Superintendent and the School Board, including comprehensive financial and program data for all aspects of Student Services
- Establishes procedures for an array of preventative services for K-12 levels
- Supervises and evaluates Specialists, Therapists, Psychologists, Coordinators and Administrative Assistant staff within the Department of Student Services
- Plans, develops, organizes, implements, and supervises all programs in the District for special education, health and prevention services, child welfare, attendance and transfers, discipline, and emergency operations
- Supervises and administers the identification programs and procedures for students with special needs
- Supervises and administers placement procedures for students with special needs
- Establishes Student Services department goals for academic achievement, student attendance, PBIS, parent and community relations, and district management of resources for all students at risk
- Monitors the supervisory and accountability structure for district Health Services, including nurses and health aides
- Provides and supervises homebound/homebased instruction services (teachers/tutors and plans) for students unable to attend school due to health or other reasons
- Oversees and monitors students placed in nontraditional programs
- Oversees and monitors the provision of services for students who qualify as homeless under the McKinney Vento Act
- Oversees and monitors disciplinary hearings to include expulsion hearings to the School Board



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- Supervises in-district transfers and open enrollment procedures and monitors impact on schools
- Collects and audits all attendance and enrollment data including that required for 100th day student count report and determine student/staff ratios, reports data as requested to the Arizona Department of Education
- Directs student attendance and behavior processes, including the coordination of schools' student handbooks
- Collaborates with Lake Havasu City Police Department to secure School Resource Officers and monitor the Intergovernmental Agreement (IGA)
- Collaborates with Department of Family Services and Juvenile Court Services
- Oversees the school counseling program at all levels to ensure proper training and implementation for the K-12 School Counseling Student Services Plan
- Coordinates all Title IX investigations involving students and provides summary reports to the Superintendent
- Works closely with Directors in all areas to evaluate existing student service programs
- Communicates to the Superintendent the requirements and needs of the school division as perceived by the school division employees and community stakeholders
- Represents The Office of The Superintendent at local, regional, state and national meetings and events as designated
- Serves in a leadership capacity on various division committees
- Performs other tasks and assumes other responsibilities as may be assigned

Physical Demands and Work Environment

- Effective use and operation of various items of office related equipment, such as, but not limited to: a personal computer, calculator, copier, and fax machine
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds
- Some climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, or other repetitive motion required

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.