



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 11/6/2023

Director, Student Services

Pay Scale: B

Level: 27

FLSA Status: Exempt

Job Family: Student Services

Primary Location: Administration Building

Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

Job Overview

The Director of Student Services provides the leadership and direction for all sections of the Office of Student Services. The Office of Student Services provides students and parents with a full range of services including outreach services, homebound and homebased instruction, parentally placed homeschooling process, residency determination and verification, registration services, the special permission process, school-based health services, and McKinney-Vento services.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Provides direction and supervision for the Office of Student Services to ensure effective and integrated programs and services; serves as liaison to several county human service agencies, represents LCPS at interagency meetings and implements collaborative interagency initiatives; serves as liaison for Child Protective Services between county agencies and principals
- Supervises the Student Health Services Supervisor to ensure the provision of responsive student health services; and provides oversight for Homebound Services to ensure compliance with compulsory school attendance and residency requirements and the provision of effective homebound and homebased instruction
- Outreach Services: Develop and implement outreach programs to engage parents, families, and the community
- Collaborate with community organizations to provide resources and support for students and families
- Organize and participate in outreach events, workshops, and informational sessions.
- Foster partnerships with local businesses, non-profits, and other stakeholders to enhance support services
- Provides oversight and direction for the data collection and auditing for related Virginia Department of Education reporting requirements and federal monitoring of the McKinney-Vento (MV) program; provides direction for students served by the MV Act and supervises MV liaison support staff
- Homebound and Home-Based Instruction: Develop and oversee programs for students who are temporarily homebound due to illness or other circumstances. Coordinate with teachers, parents, and healthcare

professionals to create individualized instruction plans. Monitor and evaluate the progress of homebound students, adjusting instruction as needed

- Homeschooling: Provide information and support to families choosing to homeschool. Ensure compliance with state and local homeschooling regulations. Maintain records of homeschooled students and facilitate any necessary assessments. Collaborate with parents to address educational goals and concerns
- Registration Services: Oversee the student registration process, ensuring accuracy and completeness of records
- Collaborate with school staff to facilitate the enrollment of new students and the withdrawal of existing students. Communicate registration requirements to parents and guardians. Manage and maintain student records in accordance with privacy laws and district policies
- Provides support for record review appeals; provides interpretations of state and federal requirements for attendance, residency, records and other student services areas for central office and school staff
- Coordinates the development of the budget for all sections of the Office of Student Services, approves expenditures and provides fiscal management oversight
- Determines eligibility of students for residency status for school attendance purposes; reviews registration and custody issues and works collaboratively with legal counsel on these matters; develops the annual revision of the Student Rights and Responsibilities
- The Director of Student Services plays a crucial role in fostering a positive and supportive educational environment while ensuring that the diverse needs of students are met through various support services and programs

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Master's Degree from an accredited University or College

Experience

Six (6) years of experience in public school education, with progressively responsible experience as an administrator in programs that support the provision of direct services to students

Licenses and Certifications

Postgraduate Professional License with endorsement in school administration and supervision and an endorsement in pupil personnel services, special education, or related field

Knowledge, Skills and Abilities

- Demonstrated experience in developing and tracking budgets
- Knowledge of state and federal statutes, regulations, and rules relating to instruction, curriculum, student learning and ability to advise interested parties of the provisions of the laws
- Ability to keep and maintain accurate records and to meet deadlines
- Possesses strong organizational skills and interpersonal skills
- Ability to communicate with individuals of varied cultural and educational backgrounds
- Demonstrate the leadership qualities and personal characteristics necessary for working effectively with administrators, students, parents, staff, and public

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.