



## JOB DESCRIPTION

### Director of Student Support Services

<i>Supervisor</i>	Superintendent
<i>Employment term</i>	200 days plus 40 days extended employment
<i>Compensation</i>	Based on education level and years of experience per West Virginia Code §18A-4-2 and Roane County Board of Education Supplemental Salary Schedule.
<i>Evaluation</i>	To be conducted by supervisor per West Virginia Board of Education Policy 5310 and Roane County Board of Education Policy 3220.
<i>Statutory authority</i>	<p>West Virginia Code §18A-1-1 defines a central office administrator as “a superintendent, associate superintendent, assistant superintendent and other professional educators who are charged with administering and supervising the whole or some part of the total program of the countywide school system. This category includes other appropriate titles or positions with duties that fit within this definition.”</p> <p>The Director of Student Support Services is then charged with implementing and monitoring various county, state, and Federal programs aimed at addressing developmental, academic, social, emotional, and health needs of all students served by the Board.</p>
<i>Responsibilities</i>	<ol style="list-style-type: none"><li>1. Plan, support, and monitor various county, state, and Federal programs aimed at addressing developmental, academic, social, emotional, and health needs of all students served by the Board as directed by the superintendent and defined in West Virginia and Roane County Boards of Education policies.</li><li>2. Serve as county attendance director pursuant to the requirements of West Virginia Code 18-8-3 and perform duties and accept responsibilities detailed in West Virginia Code 18-8-4.</li><li>3. Serve as county special education director pursuant to state and Federal policy and represent the county at regional and state meetings as required.</li><li>4. <del>Serve as county career and technical education director and represent the county at regional and state meetings as required.</del></li></ol>

5. With input from internal and external stakeholders, develop and implement structures and processes to support student success in all classrooms PK - Adult.
- ~~6. In collaboration with school system directors and school principals, ensure that the fiscal, programmatic, and human resources necessary to support student success in all classrooms PK - Adult are identified, procured, allocated, and deployed.~~  
Working with school system financial and human resources officials, ensure that the fiscal, programmatic, and human resources necessary to support student success in all classrooms PK - Adult are identified and appropriately deployed.
7. With input from internal and external stakeholders, develop and implement structures and processes that support county-wide programs and ensure consistency between individual school-level programs, including but not limited to the work of Student Assistance Teams (SATs); the development of individualized education plans (IEPs), personalized education plans (PEPs), Section 504 plans, behavior plans, and student medication plans; and creation and development of student success efforts focused on attendance, graduation, and college- and career-readiness.
8. In collaboration with internal and external stakeholders, assist the superintendent in developing and implementing the county strategic plan.
9. With input from internal and external stakeholders, assist in the development of the county professional development plan, with emphasis on components related to supporting the social and emotional health of students and staff.
- ~~10. Plan, support, and monitor the procurement, allocation, deployment, and use of health care and assistive devices and technology throughout the county.~~  
Plan, support, and monitor the deployment and use of health care and assistive devices and technology throughout the county.
- ~~11. Plan, support, and monitor implementation of career and technical education programs within the county and in collaboration with Roane Jackson Technical Center.~~
12. Prepare and deliver reports, presentations, and analyses as required.
13. Attend meetings, conferences, and professional development opportunities as required.
14. Perform other duties as assigned by the Superintendent.

### *Qualifications*

1. Must hold or be eligible to hold a West Virginia Professional Administrative Certificate and a West Virginia Professional Teaching Certificate endorsed in any special education area.
2. Must have excellent oral and written communication skills and ability to use technology-enhanced and technology-enabled tools and applications.
3. Demonstrated, successful experience as a classroom teacher, student support personnel, or administrator is preferred.
4. Demonstrated, successful leadership experience is preferred.

### *Physical demands*

This position may involve light to moderate lifting, reaching, and grasping, with frequent, short periods of walking, standing, and sitting. The position may also require the ability to clearly see, hear, read, write, talk, and type as necessary for communication with colleagues, students, and members of the community

and the operation of computer applications. Most educational settings occur indoors with low to moderate sound levels, though exceptions may include outdoor activities for recess, physical activity, etc., and louder environments such as gymnasiums, auditoriums, musical performance spaces, etc.

Reasonable accommodations will be made for individuals with disabilities both temporary and permanent.

*Adopted by the Roane County Board of Education on May 27, 2021.*

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