

**JOB DESCRIPTION**  
**ADMINISTRATIVE REGULATION GCA-R ADSS**

**1:0 ASSISTANT DIRECTOR OF STUDENT SERVICES**

**2:0 LINE AND STAFF RELATIONSHIP**

2:1 The Assistant Director of Student Services reports to and is evaluated by the Assistant to the Superintendent for Secondary Teaching & Learning.

**3:0 FUNCTIONS AND DUTIES-THE ASSISTANT DIRECTOR OF STUDENT SERVICES IS RESPONSIBLE FOR ALL ACTIVITIES OF THE FAIRHAVEN PUBLIC SCHOOLS AS THEY RELATE TO THE PROVISION OF SERVICES TO STUDENTS IDENTIFIED AS SPECIAL NEEDS AND FOR ALL SERVICES THAT PROVIDE ASSISTANCE TO THESE STUDENTS.**

3:1 The Assistant Director of Student Services assists the Director of Student Services and building principals in finding the best combination of educational programs, and other services, for each school-age child with special needs or other presenting concerns.

3:2 The Assistant Director for Student Services understands and implements federal, state, and local laws, policies, regulations, and procedures and protocols including the implications of liability and requirements of due process.

3:3 The Assistant Director of Student Services assists the Director of Student Services in coordinating testing and diagnostic procedures including psychological and counseling services as they relate to special education.

3:4 The Assistant Director of Student Services assists in the coordination of, and in some cases, may provide staff development and workshops/trainings regarding special education and student support/intervention issues.

3:5 The Assistant Director of Student Services facilitates communications and working relationships with parents, teachers, outside agencies and community resources including private schools.

3:6 The Assistant Director of Student Services assures adherence to the DESE Coordinated Program Review Standards.

3:7 The Assistant Director of Student Services performs other duties as assigned by the Superintendent of Schools but not limited to, staff evaluation, Manifestation Determination Meetings, writing of Behavioral Intervention Plans and coordination of credit recovery programs.

3:8 The Assistant Director of Student Services oversees the use of resources throughout the district to address behavioral and mental health issues.

3:9 The Assistant Director of Student Services oversees Guidance and Counseling Services in the District.

3:10 The Assistant Director of Student Services assures availability and comparability of services across the Mental Health Continuum.

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- 3:11 The Assistant Director of Student Services oversees the assignment of all counseling resources throughout the district.
- 3:12 The Assistant Director of Student Services chairs the district-wide Behavior Team.
- 3:13 The Assistant Director of Student Services coordinates the assignment of personnel to complete FBAs and Behavior Provision of training for staff in dealing with Functional Behavior Assessments (FBAs).
- 3:14 The Assistant Director of Student Services oversees the development of protocols for behavioral interventions.
- 3:15 The Assistant Director of Student Services oversees the provision of training for staff in dealing with Physical Restraint of training for staff in dealing with behavioral and mental health issues.
- 3:16 The Assistant Director of Student Services assists in the collection of statistical and student data and complete all necessary reports and submit them to the Director of Student Services.
- 3:17 The Assistant Director of Student Services will plan, interview, recommend new hires, and supervise purposeful assignments of staff in coordination with Building Principals and the Director of Student Services.
- 3:18 The Assistant Director of Student Services assures the preparation of grants, budget, annual report, and additional data required by the State, School Committee, Superintendent or Director of Student Services pertaining to student support services.
- 3:19 The Assistant Director of Student Services attends specific meetings (in and out of district) as assigned by the Director of Student Services.
- 3:20 The Assistant Director of Student Services works with district staff (Principal, School Adjustment/Guidance Counselors) to develop and implement a program that meets the needs of the whole student.
- 3:21 The Assistant Director of Student Services is the point person to be contacted by Principals when they are feeling the need of support and to oversee the use of resources throughout the district to address behavioral and mental health issues.
- 3:22 The Assistant Director of Student Services reassesses the function and assignment of the Interventionist positions including the restructuring and consequent recommendation for the appropriate assignment of school counselors throughout the district to address the needs of the district in the area of behavior/mental health.
- 3:23 The Assistant Director of Student Services assists in the development of a Response to Intervention (RTI) model for the district to include in-school, community supports, and interventions to address social, emotional and behavioral learning.

- 3:24 The Assistant Director of Student Services works collaboratively with all school staff: provide technical assistance and consultation to better support students exhibiting social/emotional and behavioral difficulties.
- 3:25 The Assistant Director of Student Services keeps informed on all legal requirements governing behavioral management interventions and physical restraint reporting.
- 3:26 The Assistant Director of Student Services encourages staff to maintain consistent and frequent communication with parents and community partners.
- 3:27 The Assistant Director of Student Services supports the team evaluation process in coordination with the Director of Student Services to insure that all state and federal compliance requirements regarding procedures for pre-referral, evaluations and team meetings.
- 3:28 The Assistant Director of Student Services maintains accurate, complete, and correct student and staff records as required by law, district, policy and administrative regulation.
- 3:29 The Assistant Director of Student Services plans meaningful professional development for staff and workshops for parents.
- 3:30 The Assistant Director of Student Services assists in developing workshops and trainings for staff, parents and community partners in order to improve culture, climate, and improve behavioral programming for all students.
- 3:31 The Assistant Director of Student Services assists in the provision of training for staff in dealing with behavioral and mental health issues.
- 3:32 The Assistant Director of Student Services assists in the provision of training for staff in dealing with Physical Restraint Training.

**4:0 THE ASSISTANT DIRECTOR OF STUDENT SERVICES FACILITATES THE DEVELOPMENT AND IMPLEMENTATION OF A SHARED MISSION STATEMENT AND A SCHOOL IMPROVEMENT PLAN THAT IS IN ALIGNMENT WITH THE CORE VALUES OF THE DISTRICT.**

**4:1 PARTNERSHIP WITH FAMILIES AND THE COMMUNITY**

- 4:1.1 The Assistant Director of Student Services understands him/her self as an integral member of the educational leadership team that effectively communicates to staff, parents, students, and community members a systemic approach that models teamwork, encourages collegiality, and supports collaboration.
- 4:1.2 The Assistant Director of Student Services balances the ability to listen and understand the concerns of all school community members in a way that encourages approachability while setting boundaries when dealing with the confrontational parent.
- 4:1.3 The Assistant Director of Student Services communicates and interacts with parents and the community in a way that promotes a high level of open and honest communication.

4:1.4 The Assistant Director of Student Services expresses him/herself clearly and confidently orally and in writing; capable of responding effectively in a public forum.

4:2 ENSURE HIGH LEVEL LEARNING FOR ALL CHILDREN

4:2.1 The Assistant Director of Student Services recognizes that student learning must be the focus of all school programs and activities.

4:2.2 The Assistant Director of Student Services develops collaboratively a professional learning organization that supports district and school priorities, engages staff in an ongoing study of current best practices, and ensures that professional development activities focus on improving student learning.

4:2.3 The Assistant Director of Student Services believes that all youngsters have the natural ability to succeed at high levels of learning and it is the behaviors and actions of the adults in the school that nurture, develop, and encourage each and every student.

4:3 SAFE ENVIRONMENT

4:3.1 The Assistant Director of Student Services constructs a culture that advocates and models responsible student decision-making and promotes positive behavior changes and respect.

4:3.2 The Assistant Director of Student Services builds caring and considerate relationships that demonstrate regard and respect for all people.

4:4 BECOME INDEPENDENT, PRODUCTIVE, AND SUCCESSFUL

4:4.1 The Assistant Director of Student Services believes that all decisions should be made from the perspective of putting children's needs first.

4:4.2 The Assistant Director of Student Services resolves problems and makes decisions based on age appropriateness, educational research and common sense when dealing with issues, and understands that the integrity of the institution far outweighs the special interest of the individual.

4:4.3 The Assistant Director of Student Services adheres to professional codes of ethics: maintains trust and confidentiality; models legally and morally responsible actions at all times; treats individuals with fairness, dignity, and respect; and models the core values of the school and district.

**5:0 QUALIFICATIONS**

- 5:1 The Assistant Director of Student Services shall hold Massachusetts Certification credentials as a Teacher of Special Needs, Psychology, and/or Counseling Services and/or an Administration Certificate.
- 5:2 Minimum of ten (10) years experience in education, consisting of a minimum of four (4) years continuous experience as a special needs teacher/school psychologist in a single school system with the granting of professional teacher status in the position.
- 5:3 Masters Degree or higher with a major in Special Needs, Psychology, and/or Counseling Services.
- 5:4 The Superintendent reserves the right to alter qualifications if deemed to be in the best interest of the Fairhaven Public Schools.

**6:0 CONDITIONS and TERMS OF EMPLOYMENT**

- 6:1 The contract of agreement between the Fairhaven Public Schools and Assistant Director of Student Services regarding the conditions and terms of employment is in accordance with the Massachusetts Education Reform Act of 1993 and sets forth in writing the obligations of each as it pertains to this relationship.

Enacted: 6/8/2016