

Descriptor Term:

GF BCH

**DIRECTOR of STUDENT SERVICES
and FEDERAL PROGRAMS**

ISSUE DATE: **02-28-2008**

REVISED: **04-16-2012**

06-15-2015

05-14-2018

09-17-2018

QUALIFICATIONS:

1. Administration Certification (486) required
2. Master's degree or above
3. Minimum 3 years experience

REPORTS TO:

Superintendent

DISTRICT TEST COORDINATOR DUTIES:

Oversees the Jackson County School District's SATP and GLTP Statewide testing program. Duties include, but are not limited to:

1. Attends all DTC trainings
2. Conducts test training for all School Test Coordinators, administrators, special education personnel, etc. in the JCSD
3. Keeps all STC's informed regarding deadlines and events
4. Monitors test security throughout the year
5. Orders and receives all tests
6. Inventories, sorts and packages test materials for each school
7. Delivers test materials to schools
8. Receives packages and returns all test materials
9. Work with Director of Technology to ensure online testing readiness for all schools.
10. Handles any investigations resulting from possible test security violations
11. Contacts the Office of Student Assessment with any issues or questions related to testing.
12. Works with Special Education personnel regarding Allowable Accommodations
13. Receives, processes and distributes all score reports to the respective schools
14. Compiles score data into formats that allows for comparison to data from prior years
15. Serves as the District ELL Coordinator in the assessment process for English Language Learners (WIDA)
16. To perform such other duties as may be assigned by the Superintendent

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COUNSELING DUTIES:

1. Supervises the planning, organization, implementation and evaluation of the Jackson County School District Guidance Program
2. Provides quarterly training for Campus Counselors regarding best practices, policy and procedures, and student data training

MSIS DUTIES:

1. Verifies monthly student data
2. Updates school and district data in MSIS
3. Updates district calendar and salary scale in MSIS
4. Verifies MSIS personnel data for schools
5. Responsible for district personnel report with verification of required elements for all campuses
6. Verify MAEP edits and accreditation edits
7. Work with campuses and MDE to resolve accreditation issues
8. Verify MSIS data for title and special education programs
9. Train campus MSIS personnel
10. Act as liaison with MDE for MSIS issues and questions

REGISTRATION DUTIES:

1. Supervise district-wide registration procedures
2. Coordinate and train district employees regarding registration policies and procedures
3. Act as district liaison for Student Information System (SIS)
4. Coordinate and schedule training for district personnel on SIS
5. Act as district liaison for Online Registration Vendor; create and maintain district-wide registration forms, letters, and emails
6. Train campus personnel regarding online Registration procedures
7. Handle Affidavits of Residency for all attendance centers; maintain district spreadsheet of Affidavit recipients

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FEDERAL PROGRAM DUTIES:

- Serves as Director of Federal Programs, which includes: developing the budgets and project goals for Title I, Title II, and Title IV
- Monitoring all federal programs' activities and expenditures
- Coordinating compliance efforts with state and federally mandated programs activities
- Completing all required reports for state and federal agencies

504 DUTIES:

Assists with the coordination of services provided to students identified as eligible for accommodations under Section 504/ADA. Provide guidance to campus personnel regarding 504 requirements, proper documentation related to 504, and attend Campus 504 meetings when necessary

GENERAL DUTIES:

Assist Superintendent in submitting accurate student data to MDE and Federal Government

- Attend monthly Administrator's Meeting to advise and disseminate information to campus and district administrators
- Process requisitions and purchase orders for Counseling, Testing, and Registration Departments
- Extensive oral and written communication with State Department, Parents, Service Vendors, and Schools

TERMS OF EMPLOYMENT:

Shall be employed for 12 months. Salary to be established by Policy GGBA

EVALUATION:

Performance in this position will be evaluated annually by the Superintendent, in accordance with provision of the Board's policies on evaluation