



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: ~~Chief Executive Director~~, Student Support Initiatives
JOB CODE: E-143
CLASSIFICATION: Exempt
SALARY BAND: ~~S E~~
BARGAINING UNIT: ESMAB
REPORTS TO: Superintendent of Schools ~~Chief Academic Officer~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To provide leadership in the ongoing development and delivery of student support services, including providing assistance to schools in the areas of positive behavior and climate planning, prevention, intervention support for physical and social-emotional health and guidance on culturally responsive data-driven decision making that will result in increased student achievement and personal development.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The ~~Chief Executive Director~~, Student Support Initiatives shall carry out the essential performance responsibilities listed below.

- Supervise staff as assigned in the performance of job duties.
- ~~provide~~ Provide leadership for the design and implementation of student support delivery systems which focus on student achievement, graduation/post-secondary readiness, dropout prevention, and personal growth in accordance with the Standard of Student Services Policy and the District Strategic Plan.
- ~~Ensure~~ Ensure that the specialized expertise of the Departments of ~~Title 1, Migrant & Special Programs~~, Student Services, Health Education, Diversity, Cultural Outreach & Prevention, and Expulsion is utilized in a manner, which supports integrated support services to students, schools, and families.
- ~~develop~~ Develop strategies and provide leadership in integrating the District's values around diversity, educational equity, and cultural sensitivity into all related programs.
- ~~collaborate~~ Collaborate with community agencies and organizations to provide "wraparound" services to students and families in order to develop integrated and complementary systems of support.
- ~~promote~~ Promote the development of resource and revenue streams including grants, in-kind services through public/private partnerships, Medicaid and others means, in order to enhance the support services provided to students, schools, and families.
- ~~participate~~ Participate in federal and state initiatives related to the development and implementation of legislation around student support initiatives.
- ~~collaborate~~ Collaborate with departments on collection of student data, ~~and ensure~~ ensuring that proper procedures and regulations are followed regarding student records.
- ~~manage~~ Manage the preparation and submission of reports with regard to student support initiatives.
- ~~assume~~ Assume responsibility for all priorities and projects that assist in achieving the District's Strategic Plan.
- ~~ensure~~ Ensure resources and services are provided equitably, with the highest ethical standards, and in a manner that respects diversity and protects the dignity of clients.
- ~~ensure~~ Ensure high quality customer service and develop systems of effective communication with internal and external customers.
- ~~promote~~ Promote positive, frequent communication with students and families establishing trusting relationships and collaboratively ensuring student success.
- ~~collaborate~~ Collaborate with other District departments to ensure seamless and coordinated support services for ~~to~~ students, schools, and families.
- ~~develop~~ Develop systems of governance and accountability with standards and measures that promote continuous improvement in support of the District's Strategic Plan.

- ~~lead~~ Lead related professional development activities to ensure that student initiatives are implemented according to regulations.
- ~~provide~~ Provide leadership in the resolution of complex issues involving staff, conflicts in policies and regulations, community concerns, and parental requests by identifying the relevant matter in dispute and recommending and implementing a plan of action.
- ~~prepare~~ Prepare a variety of often complex materials for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- ~~facilitate~~ Facilitate cross-boundary relationships between school sites and District departments to support the integration, effectiveness and efficiency of academic and learning supports, services, and resources to the schools and community.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- ~~participate~~ Participate in the development of all activities related to promoting diverse school population efforts of the school system to support compliance with federal civil rights laws and mandates as well as to maintain a unitary school system.
- ~~participate~~ Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- ~~review~~ Review current ~~research~~ developments, literature and technical sources of information related to the job responsibilities.
- ~~ensure~~ Ensure adherence to ~~good~~ safety rules and procedures.
- ~~follow~~ Follow federal Federal and state State laws, as well as School Board policies.
- ~~perform~~ Perform other duties as assigned by the Superintendent of Schools ~~Chief Academic Officer~~ or designee

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum ~~Minimum~~ of ten (10) years with the last fifteen (15) years of progressively more responsible experience in school-based and/or district office administrative leadership, ~~including experience with implementing student support and coordination and delivery of prevention and intervention services.~~
- Experience implementing student support, coordination, and delivery of prevention and intervention services.
- Hold or be eligible for Florida Educational Leadership Certification in the following discipline(s): Educational Leadership, or Administration and Supervision. ~~eligible for or possess Florida certification in educational leadership, administration or administration and supervision.~~
- Prior experience ~~Experience~~ managing budgets, ~~gather, analyzing and presenting data.~~
- Demonstrated expertise in the design, implementation, and evaluation of programs for Student Support Initiatives.
- Effective interpersonal, analytical, and evaluation skills.
- Effective verbal ~~Excellent oral~~ and written communication skills.
- Demonstrated ~~Experience and success~~ collaborating ~~working~~ with a variety of agencies and community resources supporting children, youth and families.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned ~~Doctorate~~ degree from an accredited institution in education, social work, public administration, or related field. ~~preferred.~~
- ~~Degree concentration in education, social work, public administration, or related field.~~
- Demonstrated success ~~experience~~ in improving student achievement.
- Bilingual skills ~~preferred.~~

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works collaboratively with community-based public and private social service agencies in order to access and enhance services to students and families. Frequent contact with District and school personnel and federal and state agencies in order to comply with legal mandates and to ensure seamless and coordinated support services to students, schools, and families.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 08/07/2012

Board Adopted: 09/19/2012

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