

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
ADMINISTRATIVE AND SUPERVISORY POSITION DESCRIPTION**

**SUPERVISOR OF STUDENT SERVICES**

**POSITION:** Supervisor of Student Services

**REPORTS TO:** Director of Instruction, Administration, and School Improvement

**LOCATION:** Department of School Administration, Accountability and Advisement

**NATURE OF WORK:**

Under the general supervision of the Director of Instruction, Administration, and School Improvement, the supervisor participates in identifying and assessing guidance and other student services related needs of students, community and school systems; sets focus for guidance and other student services by being knowledgeable about current trends in the area(s) of student support services; assists in coordinating school programs with appropriate local, state and federal programs and/or regulations; plans and implements system-wide orientation and staff development for appropriate personnel; and develops grant proposals and implements the required elements of approved grants. The supervisor is responsible for representing the school system at meetings and conferences to give and receive pupil services information and must demonstrate professional leadership in all contacts with system personnel and the public.

**ESSENTIAL FUNCTIONS:**

- Serves as system coordinator for pupil service teams and 504
- Serves as supervisor for the Alternative Learning Center program
- Schedules and coordinates the services of guidance, other pupil personnel, school psychology and outside agencies
- Assists in serving as the superintendent's designee for expulsion proceedings
- Assists in the development and revision of pupil services policies, regulations, procedures, programs, and operations
- Assists in the development of criteria for system-wide evaluation of Department of School Administration, Accountability and Advisement programs
- Assists principals in the formal and informal observation and evaluation of pupil services staff
- Demonstrates positive human relations skills

**ILLUSTRATIVE EXAMPLES OF WORK:**

- Helps to develop system goals, objectives and master plan components
- Assists in interviewing and assigning counselors, pupil personnel workers, and school psychologists
- Develops and conducts in-service opportunities to strengthen present programs and/or to initiate new programs
- Plans, conducts and/or participates in administrative meetings
- Plans, develops and coordinates the publication of pupil services and curricular materials
- Assists in preparation of the Department of School Administration, Accountability and Advisement budget.
- Assists in establishing procedures as appropriate for soliciting, receiving, assessing and acting upon community comments/suggestions

**DUTIES AND RESPONSIBILITIES:**

The supervisor will be responsible for coordination and leadership of the K-12 student services and Alternative Learning Center programs. Additional responsibilities may be assigned by the Director of Instruction, Administration, and School Improvement.

## QUALIFICATIONS:

Applicants must:

- Have a professional teacher's certificate with an endorsement as a principal and/or supervisor.
- Meet requirements for certification as a supervisor of guidance and/or supervisor of pupil personnel.
- Possess a well thought out philosophy of school counseling, school health and other components of pupil services programs in the public schools.
- Possess an outstanding reputation among colleagues and peers as a teacher/educator.
- Possess the ability to communicate effectively both orally and in writing.

## TERM OF EMPLOYMENT:

Full-time twelve-month position.

## SALARY GRADE RANGE:

The salary for this position will be based on the Administrative and Supervisory personnel salary schedule – Range 18.