

PCSB: 0332  
Pay Grade: C13

FLSA: Exempt  
Admin

<b>CHIEF STUDENT SUPPORT OFFICER</b>
<b>REPORTS TO:</b> Superintendent
<b>SUPERVISES:</b> Executive Director, Exceptional Student Education Executive Director, School Climate and Behavior Executive Director, Student Services Director, Educational Alternative Services Principals Support Services Staff
<b>QUALIFICATIONS:</b> Master’s degree from an accredited college or university. Certification in School Principal, Educational Leadership, Administration/Supervision or an equivalent certification as defined by the Florida Department of Education. Five (5) years related professional, supervisory experience. Demonstrated exceptional organizational and communication skills.
<b>MAJOR FUNCTION</b>
Directly responsible for the organization, operation and coordination of all offices and facets of the Student Support division including the Exceptional Student Education, Educational Alternative Services, Student Services, Climate and Behavior Services. Establish a clear and compelling direction for the Student Support division that leads to increased academic achievement and the provision of needed support and services for all students, in alignment with the district’s vision, mission and strategic plan. Provide leadership for the ongoing identification and implementation of best practices relating to student services.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Directs and leads the planning and development of Exceptional Student Educational Services, Student Services, Educational Alternative Services, and the Climate and Behavior team.</li> <li>• Supervises, develops, supports and evaluates principals with a focus on staff effectiveness and student achievement.</li> <li>• Provides direct support, guidance, monitoring and accountability for the implementation of district and school-based initiatives for assigned schools.</li> <li>• Coordinates student services programs including Florida Diagnostic and Learning Resources System (FDLRS), Exceptional Student Education, Psychological Services, School Health Services, School Social Work Services, School Guidance Services, alternative services/dropout prevention, student discipline, student attendance and crisis response.</li> <li>• Guides the division’s focus on prevention and intervention approaches in schools to promote a safe, welcoming, affirming and academically rigorous learning environment for all students. This includes addressing the academic and behavioral needs of students through Positive Behavioral Interventions and Supports, behavior assessments and intervention team planning.</li> <li>• Assists the Superintendent in developing a comprehensive annual budget that exemplifies school board and division strategic goals; manages and monitors expenditures to ensure compliance.</li> <li>• Collaborates with principals, principal supervisors and other district departments to provide supports for a variety of school settings.</li> <li>• Collaborates with district curriculum supervisors to establish and implement instructional and curriculum design for exceptional students.</li> <li>• Collaborates with ESE to assist schools in identifying effective research-based strategies.</li> </ul>

## CHIEF STUDENT SUPPORT OFFICER

### ESSENTIAL RESPONSIBILITIES (Continued)

- Collaborates and provides thought partnership to district and school leaders on evidence-based strategies that enable positive school climate and culture, classroom management and behavioral intervention process as part of a multi-tiered system of supports.
- Oversees and assists in the preparation of departmental FTE projections, staffing model recommendations and the establishment of budget priorities.
- Oversees and assists with monitoring of IDEA and other assigned grant projects.
- Plans, develops and implements school support services for students transitioning into schools from juvenile justice, residential placement or other prolonged absences and connect school leaders to key resources necessary to support high-risk students.
- Works cooperatively with community groups, school-based administrators and district office personnel to develop, strengthen and implement programs in support of the student and school experience.
- Develops reports and analysis for the Superintendent and Executive Leadership Team regarding the status and performance of assigned schools.
- Recommends hiring, transfer and termination of school principals and other administrative personnel to Superintendent.
- Serves as a member of the Superintendent's Executive Leadership Team.
- Performs other related duties as assigned.

### 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 established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 05/03/23 PT; BOARD APPROVED: 05/22/23

**CHIEF STUDENT SUPPORT OFFICER**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time				X	
12. Stooping and bending	X				
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				

Chief Student Support Officer - ADMIN