**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Director, Student Assistance Programs</th>
<th>JOB CODE:</th>
<th>640</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION:</td>
<td>Academic</td>
<td>SALARY SCHEDULE:</td>
<td>Annual Central Office Personnel</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td>Teaching &amp; Learning Support and Specialized Services</td>
<td>WORK DAYS:</td>
<td>238</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>Assistant Superintendent, Teaching &amp; Learning Support and Specialized Services</td>
<td>PAY GRADE:</td>
<td>CDR 6 or 7</td>
</tr>
<tr>
<td>FLSA:</td>
<td>Exempt</td>
<td>PAY FREQUENCY:</td>
<td>Monthly</td>
</tr>
<tr>
<td>PRIMARY FUNCTION:</td>
<td>To provide leadership in the development, implementation, and evaluation of student assistance programs aimed at the preventive and remedial approach to problems associated with learning.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REQUIREMENTS:**

1. Educational Level: Specialist Degree required, Ph.D. preferred
2. Certification/License Required: Valid Georgia Leadership Certificate
3. Experience: 5 years of experience in school psychology or related field
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Knowledge and understanding of ethical standards and best practices related to school psychology and school counseling; Knowledge of federal and state rules related to Response to Intervention and Special Education; Ability to provide supervision and evaluation of staff; Written and oral communication skills that support the essential duties of the position; Understanding of budgetary process; Leadership and organizational skills.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
2. Leads, supervises and coordinates all Student Assistance Programs which include Psychological Services, Hospital/Homebound Instruction, and School Counseling.
3. Guides district staff and local school administration in the coordination of student assistance programs.
4. Develops and provides professional learning experiences to individuals and groups.
5. Responds to parents, school administrators and others on problems related to student assistance programs.
6. Provides leadership in maintaining professional standards for the delivery of student assistance services.
7. Participates in inter-agency consultation.
8. Ensures that the staff is aware of current laws and trends, locally and nationally, in education and support services that may affect their work.
9. Oversees and monitors budgets for all assigned programs.
10. Supervises, evaluates and hires staff.
11. Assesses departmental data to determine effectiveness and future needs.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____________________________ Date _____________________________

Signature of Supervisor _____________________________ Date _____________________________