



Executive Dir Student Services

Purpose Statement

The job of Executive Dir Student Services is done for the purpose/s of directing pupil services programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; instructional procedures and practices; age appropriate student activities; and stages of child development/ behavior.

ABILITY is required to Flexibility is required to Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: . .

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: . . Generally the job requires 100% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

Experience: .

Education: .

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

FLSA Status

Non Exempt

Approval Date

Salary Grade