



# Pickens County Schools

## Job Descriptions

### **CHIEF OF STUDENT SERVICES**

**Title/Position:** Chief of Student Services

**Retirement:** Teacher Retirement System of Georgia

**Terms of Employment:** 240 Days

**Reports to:** Superintendent of Schools

**Qualifications:**

1. Hold a minimum of a five-year degree from an accredited college or university.
2. Hold a current Georgia Leadership Certificate.
3. Ten years experience in Public Education.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### **RESPONSIBILITIES**

- Assists the Superintendent in providing the leadership necessary to develop, maintain, and manage the best possible support services to the benefit of the students of Pickens County.
- Oversees the following departments and areas: Federal Programs, Community Engagement and Public Relations, Health Services, and School Social Work Services.
- Assists district and school administration in the evaluation of district and school level student data and district trends.
- Meets with appropriate district, school level, and community personnel to conduct short term and long-term strategic planning.
- Provides guidance to Federal Programs, Community Engagement and Public Relations, Health Services, and School Social Work personnel in the development, implementation, maintenance, and monitoring of services to meet the diverse needs of students throughout the district.
- Leads the continuous evaluation of Federal Programs, Community Engagement and Public Relations, Health Services, and School Social Work programs to ensure effectiveness.
- Coordinates and approves district professional learning opportunities.
- Reviews and approves school fieldtrip requests.
- Coordinates, supervises, and implements the district's assessment program as required by the State Department of Education and /or the local Board of Education.
- Acts as liaison between the State Department of Education, the local RESA unit, and the local Board of Education in matters of testing.

- Keeps abreast of changes and development in testing and curriculum by attending professional meetings, reading professional journals and other publications and by discussing problems of mutual interest with others in the field.
- Makes suggestions in matters regarding testing.
- Leads the district strategic planning process.
- Participates in training programs to increase skills and proficiency related to assignments.
- Coordinates and monitors the district's Georgia Accrediting process.
- Coordinates and monitors the district's AdvancEd Accrediting process.
- Provides Google training for district and school level staff.
- Performs other duties as assigned.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

**FLSA Status:** Exempt