

Job Title:	Director Student Support Systems	Wage/Hour Status:	Exempt
Reports to:	Director	Pay Grade:	108
Dept/School:	Whole Learner Support & Intervention 2024	Date Revised:	September 27, 2024

Primary Purpose

To lead oversee see the development, implementation, and continuous improvement of a comprehensive district-wide student support system that addresses the academic, behavioral, social-emotional, and mental health needs of all students. This role will collaborate with school leadership, campus-based support teams, teachers, families, and community partners to ensure a holistic and data-driven approach to student well-being and success.

Qualifications Education/Certification

Doctorate or Master's degree in Education, Educational Leadership, Counseling, Social Work, Psychology, or a related field
Valid state certification in Educational Administration, School Counseling, or a related field

Special Knowledge/Skills

- Expertise in system-level design and implementation of student support programs.
- Ability to analyze district-wide data to identify trends, needs, and areas for improvement
- Strong understanding of educational policy and legal requirements related to student support services
- Knowledge of evidence-based interventions and best practices in MTSS, SEL, PBIS, and mental health support
- Strong leadership, communication, and collaboration skills
- Ability to build and maintain strong relationships with diverse stakeholders

Experience

Minimum of five (5) years of experience in a leadership or administrative role in an educational setting
Experience in supervising and evaluating staff
Experience in developing and implementing professional development programs
Experience in budgeting and resource allocation
Experience in leading and managing student support programs or initiatives at the district level
Experience in grant writing and resource development

Major Responsibilities and Duties

Instructional and Program Management

1. System Leadership and Vision: Develop and articulate a clear vision for a comprehensive student support system that aligns with the district's mission and goals.
2. Provide strategic leadership and guidance to the student support team, fostering a culture of collaboration, innovation, and data-driven decision-making.
3. Advocate for student support initiatives and resources at the district level.
4. System Design and Implementation: Oversee the design development, and implementation of a multi-tiered student support system that integrates MTSS, SEL, PBIS, and mental health components.
5. Collaborate with school leaders and campus-based teams to ensure system-wide coherence and fidelity to evidence-based practices.
6. Establish data collection and analysis protocols to monitor outcomes and systems effectiveness.
7. Staff Development and Support: Provide ongoing professional development and coaching to student support staff, including counselors, social workers, psychologists, and behavior specialists.
8. Build capacity within the district to implement evidence-based interventions and support strategies
9. Evaluate and supervise the performance of student support staff.
10. Resource Management: Develop and manage the budget for student support services.
11. Identify and secure funding from grants, foundations, and other sources to support student support initiatives.
12. Ensure equitable allocation of resources across schools and programs.
13. Community Engagement: Build and maintain strong partnerships with families, community

- organizations, and mental health providers to enhance student support services.
- 14. Communicate effectively with stakeholders about the district’s student support initiatives and progress.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent district travel; occasional out-of-district
Work with frequent interruptions; occasional prolonged and irregular hours, prolonged use of computer

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

Approved: _____
Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230-2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.