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JOB DESCRIPTION

ASSISTANT DIRECTOR OF STUDENT SERVICES

General Statement of Job

The Assistant Director of Student Services provides the support to the Director of Student Services and assists the Director in her leadership role to the local educational agency in the area of organization, supervision, and administration for all Hyde County Schools' Student Services programs. The Assistant Director's role includes the ability to motivate, influence, and shape individuals in order to ensure continuous organizational development and improvement. Indicators of competency fall in the areas of leadership, planning and improving program implementation across diverse areas services, policy and procedures, community relations, personnel practices, and fiscal management.

The Assistant Director of Student Services works under the general supervision of the Director of Student Services. The assistant director maintains a cooperative relationship with the director, principals, other school personnel, other related service agencies and parents. The overall responsibility of the Assistant Director is to support the Director in the administration of all the Student Services programs with local, state and federal guidelines, rules, regulations, and laws.

Minimum Training and Experience

Requires a master's degree in education, public administration, or other related field, minimum of one year of successful program administration experience. The successful candidate will demonstrate proven capabilities in grant writing, grant reporting, and budget management.

Specific Duties and Responsibilities

- Assist the Director to ensure adherence to federal and state regulations for all Student Services grants and programs.
- Assist in oversight of required non-competitive grants.
- Assist in the development of competitive federal discretionary grants and private foundation grant proposals.
- Assist in the preparation and administration of Student Services departmental budget, including materials and equipment.
- Monitor and submit required documentation of programs and services to local, state, and federal agencies.

- Analyze student assessment information for Student Services program improvement and other initiatives.
- Assist in the recruitment, selection, and placement of staff and program implementation for all Student Services programs.
- Attend Board of Education meetings and prepare reports and presentations as required.
- Serve on district and community boards and committees providing services for Hyde County Schools' students.
- Report regularly to the Director of Student Services and the Superintendent any developments or situations within the district requiring their respective awareness or action.
- Overnight travel required to attend meetings and conferences in conjunction with Student Services programs.
- Regularly scheduled travel to both school campuses, Ocracoke School and Mattamuskeet Schools, is required to provide on-site consultation and assistance to LEA personnel.
- Perform other functions as may be assigned by the Superintendent or designee.

Physical Requirements

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee occasionally required to sit and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 10 pounds. Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up 20 pounds of force constantly to move objects.
- Must possess the visual acuity to prepare data, work with record processes, and do extensive reading and research.

Salary: State Salary Schedule School Administrator
Based on Experience

Term of Employment: Full-Time 12 Months

Reports To: Director of Student Services

FSLA Status: Non-Exempt