

WACHUSETT REGIONAL SCHOOL DISTRICT

EXECUTIVE STAFF

JOB DESCRIPTION

TITLE:

Director of Student/Information Services

QUALIFICATIONS:

The Director shall be certified as an Administrator; shall possess a Master's Degree or higher from an accredited college or university; shall possess an educational background that includes documented study in school administration, technology, and other areas related to student services; shall possess at least two years of successful teaching in some field of education or two years of successful in the guidance or counseling field; and, shall possess at least five years of successful experience as a school administrator or supervisor. The Director shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

The Superintendent of Schools

JOB RESPONSIBILITIES:

The Director of Student/Information Services is the chief student services administrator of the Superintendent and is a member of the Superintendent's Executive Staff. As a member of the Executive Staff, he/she shall provide leadership for the School District, represent the Superintendent as appropriate at official school and community functions, inform the Superintendent of changes in trends, laws, rules, or regulations in his/her area of expertise, and provide reports to the Superintendent of his/her activities and as requested. The Director in conjunction with the Superintendent shall develop annual job goals that will become part of the criteria used to evaluate the Director.

In carrying out these responsibilities, the Director of Student/Information Services:

1. Administers all student management services systems for the District;
2. Advises the Superintendent regarding the operation of the Student Management System and Informational Services System;

3. Advises the Superintendent on matters of student reporting and scheduling;
4. Advises the Superintendent on legal matters pertaining to students;
5. Prepares all reports required by local, state, or federal rule, regulation, or law and any other reports as required by the District or otherwise as well as prepares federal, state, and local grant applications pertaining to student services and applies for other competitive grants where appropriate;
6. Assists the Director of Human Resources in the identification of qualified applicants;
7. Designs in-service and staff development programs dealing with technology;
8. Assists with the Student Transportation Management System;
9. Prepares budget information and reports for Superintendent;
10. Cooperates with public and private agencies, organizations, and professional personnel in developing out-reach programs for students; and
11. Conducts other executive staff duties and responsibilities as directed by the Superintendent, including attending school committee meetings and subcommittee meetings as requested or required by the Superintendent and any other executive staff function as required by the Superintendent.

SUPERVISES:

Supervisor of Pupil Personnel Services
Supervisor of Information Services

5/97

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 05/97