

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** Director of Student Services

**REPORTS TO:** Superintendent of Schools

**JOB SUMMARY:** Perform all administrative duties necessary to facilitate the operation of the Department of Student Services that includes child accounting, guidance, library services, English acquisition, early childhood education, home schooling, minority affairs, state and federal projects, and charter schools.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreement.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Supervises district-wide system of health and dental services to public and non-public schools within the district.
4. Oversees the development and maintenance of child accounting system.
5. Directs the overall execution of the district operated child-care program.
6. Oversees the operation of the Department of Minority Affairs/State and Federal Programs.
7. Coordinates the preparation of various budgets related to student services.
8. Facilitates staff recruitment and staff selection in the areas related to student services.
9. Collaborates with building administrators who supervise guidance counselors.
10. Meets with representatives of the divisions of student services to review programs, procedures and policies and make recommendations to the superintendent of schools.
11. Collaborates with building administrators who supervise librarians.
12. Serves as a liaison with charter schools within the district.
13. Oversees the home schooling application process.
14. Performs other duties as assigned.

**QUALIFICATIONS:** Eight (8) years experience in multiple areas of public education necessary, including building principal experience and/or administrative/supervision experience. Masters degree necessary. Proper Pennsylvania administrative certification necessary.

**REQUIREMENTS:** Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office environment. Subject to inside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

**COGNITIVE ABILITY:** Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

**SPECIFIC SKILLS:** Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

**CLASSIFICATION:** Professional staff; Cabinet level position; 12 month classification. Cabinet Code – E.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*

8/4/06-bac