



Director of Student and Alternative Services Job Description

Job Purpose

- Provides strategic leadership and supervision of student services and alternative education programs to promote the academic, behavioral, and social-emotional development of students at the elementary and secondary levels.
- Ensures all assigned programs operate in compliance with federal law, state statutes, accreditation standards, and policies established by the Mississippi Department of Education (MDE) and the local Board of Education.
- Oversees alternative education, discipline, gifted education, school counseling, extended learning, nursing services, library services, attendance initiatives, student data compliance, and related district operations.
- Directs administration of 16th Section Land assets in accordance with Mississippi law.
- Serves as a key liaison between the district, parents, community stakeholders, and governing authorities.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of MDE policies, accreditation standards, alternative education requirements, school counseling standards, and 16th Section Land regulations.
- Knowledge of best practices in educational leadership, program evaluation, and staff supervision.
- Knowledge of data management systems, attendance reporting, SBAC processes, and student information systems.
- Ability to analyze data and develop action plans to improve student outcomes and reduce chronic absenteeism.
- Ability to develop, revise, and implement district policies, procedures, and student handbooks.
- Strong leadership, organizational, and conflict resolution skills.
- Effective written and verbal communication skills.
- Ability to supervise personnel, establish performance expectations, and conduct evaluations.
- Ability to manage multiple projects and meet deadlines.
- Ability to use technology systems and software applications to support district operations.
- Ability to build and maintain cooperative working relationships with students, staff, parents, and community members.
- Ability to engage in professional growth and self-evaluation.

Minimum Qualifications

- Master's Degree in Educational Leadership or Administration (Specialist or Doctorate preferred).
- Valid Mississippi Administrator License with appropriate endorsement (486, 487, 488, 489, or 494).
- Minimum of five (5) years of successful experience in school administration or central office supervision.
- Demonstrated knowledge of Mississippi statutes regarding Alternative Education, School Counseling standards, and 16th Section Land management.
- Elementary and secondary administrative experience preferred.

Duties and Responsibilities

Student Services & Discipline

- Demonstrates prompt and regular attendance.
- Chairs and coordinates the Discipline Review Board; ensures due process and compliance with applicable laws and policies.
- Oversees the operation, curriculum, and compliance of the District Alternative School.
- Monitors and enforces alignment of discipline procedures with district policy, MDE regulations, and student handbooks.

- Attends Manifestation Determination meetings and collaborates with the Special Education Department on discipline-related matters.
- Serves as district discipline liaison and site compliance reviewer for alternative education programs.

Attendance & Parent Engagement

- Develops, implements, and monitors district attendance policies and initiatives.
- Analyzes attendance data to identify trends and address chronic absenteeism.
- Promotes parent and community engagement strategies that support student success.

School Counseling Program Oversight

- Ensures the district school counseling program is implemented in accordance with Mississippi standards and MDE guidelines.
- Supervises and evaluates counseling personnel to ensure comprehensive services addressing academic, career, and social-emotional development.
- Monitors program effectiveness through data analysis, compliance reviews, and alignment with district goals and accreditation requirements.

Academic Support & Accreditation

- Oversees accreditation and compliance for Gifted Education, Library Services, Nursing Services, Counseling, and Social Emotional Learning programs.
- Coordinates extended learning opportunities, including after-school programs, summer school, and virtual learning when applicable.
- Oversees textbook adoption, inventory, and compliance within the Textbook Management Inventory System (TIMS).
- Ensures all assigned programs meet accreditation standards and federal requirements.

Governance & Operations

- Develops, maintains, and revises district policies and procedures related to student services and discipline.
- Oversees the annual revision and publication of student handbooks to ensure alignment with Board policy.
- Coordinates School-Based Administrative Claiming (SBAC) surveys and ensures timely completion and reporting.
- Manages 16th Section Land leases, contracts, revenue tracking, and reporting in accordance with Mississippi law.
- Maintains district communication platforms and supports internal and external communications related to student services.
- Performs other duties as assigned by the Superintendent.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports to: Superintendent

Supervises: Alternative School Principal, District Nurses, Library Media Specialists, Counselors

Terms of Employment: 240 Days (Beginning July 1 and ending June 30) **FLSA Status:** Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

_____ Employee's Printed Name

_____ Employee's Signature & Date

_____ Supervisor's Signature & Date