



*Every Child a Success*

Diana L. Mitchell, Ed.D.  
*Superintendent of Schools*

Lorenzo L. Hughes, Ph.D.  
*Assistant Superintendent  
for Instruction*

C. Dwayne Abt  
*Assistant Superintendent  
for Administration*

# THE BOARD OF EDUCATION OF DORCHESTER COUNTY

700 Glasgow Street  
Cambridge, Maryland 21613  
410-228-4747 ~ 410-228-1847 Fax  
[www.dcps.k12.md.us](http://www.dcps.k12.md.us)

## ANNOUNCEMENT OF VACANCY

### **DIRECTOR OF STUDENT SERVICES**

#### BOARD MEMBERS

Glenn L. Bramble  
*President*

Glen A. Payne, Sr.  
*Vice President*

LeOtha Hull

Laura H. Layton

Philip W. Rice

[Dorchester County Public Schools](#) is currently accepting applications for a **Director of Student Services**. The primary areas of responsibility includes supervising the planning, implementation, administration, and evaluation of the school system's Student Services program. Additional programs administered by the incumbent include Safe and Drug Free Schools and Dropout Prevention. This position is located at the Central Office. The successful candidate will demonstrate principled leadership and decision making while assuming a leadership role that reflects the outcomes outlined in the Maryland Instructional Leadership Framework.

#### DUTIES:

- Meets with the Superintendent and other administrators on a regular basis to establish goals and develop plans and procedures necessary for effective program administration and delivery of services;
- Serves as the Superintendent's designee to review all cases of extended suspension and expulsion;
- Develops and manages the process for students returning from extended suspension and expulsion;
- Coordinates the school safety, discipline, and attendance program with other administrators;
- Maintains awareness of state and county requirements and regulations affecting school health programs and disseminates the information as appropriate;
- Coordinates registration procedures for all students;
- Prepares and administers the student personnel services budget;
- Collaborates with teachers, principals, and other school personnel in sharing information and understanding about a student, and establishes and plans for respective roles in the modification of the student's behavior;
- Directs case study services for students including the identification, diagnosis, follow-up, and referral of students with problems related to attendance, mental health, or behavior;
- Writes proposals, administers awarded state and federal grants, and prepares related reports as required;
- Collects statistical data required in planning the educational program;
- Assumes responsibility for the accuracy, validity, and interpretation of student discipline data;
- Reviews and recommends appropriate changes to Board policy and procedures that relate to pupil services;

- Organizes and maintains the student attendance accounting system, and supervises the maintenance of student records and reports;
- Monitors the student record system to assure that approved information is kept current in student cumulative record folders;
- Oversees the collection and reporting of student data relating to attendance and discipline;
- Conducts a continuing study of dropouts and graduates;
- Evaluates home and hospital teachers;
- Conducts in-service workshops and training and development programs for members of the department, for selected teachers, and other groups as appropriate;
- Attends appropriate professional development workshops, training, etc.;
- Explains and interprets school system policies relating to pupil services to staff and the community;
- Prepares reports as assigned;
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Eligible for and hold, prior to appointment, the Maryland State Department of Education Certification for Administrator I or Supervisor and Administrator II;
- A Master's Degree or higher from an accredited college or university;
- Three (3) years of successful teaching experience, and five (5) years of principal experience. Additional experience that includes involvement with the following is desirable: guidance; student safety, health, and discipline; or school administration;
- Knowledge of current policies directing student conduct and behavior;
- Knowledge of relevant State and Federal Regulations and current trends and research in the field;
- Ability to develop effective working relationships with staff, parents, students, public officials and community organizations;
- Ability to plan and coordinate programs effectively;
- Must have excellent oral and written communication skills;
- Ability to present concise yet comprehensive analysis and reports to a variety of audiences.

**SALARY:** Negotiable. Twelve (12) month, full-time benefited position.

**PROCEDURE:** Apply online: [www.dcpsmd.org](http://www.dcpsmd.org) / [Employment](#). Current employees are required to submit an application online via the [EAC](#).

**CONTACT:** Mr. Jeffrey S. Grafton  
Human Resources Administrator  
Dorchester County Board of Education  
700 Glasgow Street  
Cambridge, MD 21613

**DEADLINE:** Applications received by **11:59 p.m. on Sunday, July 31, 2017**, will be considered for initial interviews. Applications will continue to be accepted until the position is filled.

***The Board of Education reserves the right to reject any or all applicants, re-advertise and /or withdraw the position.***

The Board of Education of Dorchester County does not discriminate in admissions, access, treatment, or employment in its programs and activities on the basis of race, color, age, sex, national origin, religion, disability, sexual orientation or other basis prohibited by law.

Appropriate accommodations for individuals with disabilities will be provided upon request. The information in this announcement is available in alternative formats upon request. Concerns regarding the above are directed to C. Dwayne Abt, Director of Operations, Dorchester County Public Schools, 700 Glasgow Street, Cambridge, Maryland, 21613, or by phone at 410-228-4747, extension 1015.

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**LOCATOR:** 2.30

**TITLE:** DIRECTOR OF STUDENT SERVICES

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2. A Master's Degree or higher from an accredited college or university;
3. Three (3) years of successful teaching experience, and five (5) years of principal experience. Additional experience that includes involvement with the following is desirable: guidance; student safety, health, and discipline; or school administration;
4. Knowledge of current policies directing student conduct and behavior;
5. Knowledge of relevant State and Federal Regulations and current trends and research in the field;
6. Ability to develop effective working relationships with staff, parents, students, public officials and community organizations;
7. Ability to plan and coordinate programs effectively;
8. Must have excellent oral and written communication skills;
9. Ability to present concise yet comprehensive analysis and reports to a variety of audiences.

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** Special Education, Compliance Specialist, School Counselors, School Psychologists, Speech Pathologists, and assigned school based employees.

**JOB GOAL:** The successful candidate will demonstrate principled leadership and decision making while assuming a leadership role that advances the district towards its stated vision and mission. The successful candidate will direct the planning, implementation, administration, and evaluation of the school system's Pupil Services program, which includes pupil personnel, guidance, student health and safety, home and hospital instruction, home schooling, homeless instruction, and discipline and attendance. Additional programs administered by the incumbent include Safe and Drug Free Schools and Dropout Prevention.

**PERFORMANCE RESPONSIBILITIES:**

The following are examples of the typical duties performed:

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1. Meets with the Superintendent and other administrators on a regular basis to establish goals and develop plans and procedures necessary for effective program administration and delivery of services;
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3. Develops and manages the process for students returning from extended suspension and expulsion;
4. Coordinates the school safety, discipline, and attendance program with other administrators;
5. Maintains awareness of state and county requirements and regulations affecting school health programs and disseminates the information as appropriate;
6. Coordinates registration procedures for all students;
7. Prepares and administers the student personnel services budget;
8. Collaborates with teachers, principals, and other school personnel in sharing information and understanding about a student, and establishes and plans for respective roles in the modification of the student's behavior;
9. Directs case study services for students including the identification, diagnosis, follow-up, and referral of students with problems related to attendance, mental health, or behavior;
10. Writes proposals, administers awarded state and federal grants, and prepares related reports as required;
11. Collects statistical data required in planning the educational program;
12. Assumes responsibility for the accuracy, validity, and interpretation of student discipline data;
13. Reviews and recommends appropriate changes to Board policy and procedures that relate to pupil services;
14. Organizes and maintains the student attendance accounting system, and supervises the maintenance of student records and reports;
15. Monitors the student record system to assure that approved information is kept current in student cumulative record folders;
16. Oversees the collection and reporting of student data relating to attendance and discipline;
17. Conducts a continuing study of dropouts and graduates;
18. Evaluates home and hospital teachers;
19. Conducts in-service workshops and training and development programs for members of the department, for selected teachers, and other groups as appropriate;
20. Attends appropriate professional development workshops, training, etc.;
21. Explains and interprets school system policies relating to pupil services to staff and the community;

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- 22. Prepares reports as assigned;
- 23. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:** Twelve (12) month full-time position.

**SALARY LANE:** Based on the Director Salary Scale as determined by the Superintendent of Schools.

**BARGAINING UNIT:** Exempt

**FLSA STATUS:** Exempt

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on Performance Appraisals: 502.8.

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_  
(Incumbent's signature)

\_\_\_\_\_

(Incumbent's printed full name)

Adopted: 07/10/2017 By: Jeffrey S. Grafton, Human Resources Administrator

Revised: 07/17/2017 By: Jeffrey S. Grafton, Human Resources Administrator