



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Chief of Student Support Services
<b>Reports to:</b>	Superintendent
<b>Job #:</b>	8553
<b>Payroll/Personnel Type:</b>	12 Month
<b>Shift Length:</b>	8 hours
<b>Union Eligibility:</b>	Not Eligible
<b>Starting Salary:</b>	\$195,000

**Position Summary:**

The Chief of Student Support Services ensures that the vision and strategic priorities of the Chief of Schools translate effectively into action across the divisions within the Office of the Chief of Schools under the direction of the Superintendent of Schools. The Chief of Student Support Services will manage a team of employees, to include, but not limited to: Students in Transition, Social Workers, Student and Parent Concerns, Student Outreach/Hearing Officer, Health Services/Nursing, Family and Community Engagement, Before/Afterschool, Culture and Climate, Multi-tiered Systems of Support and Student Recruitment and Registration (Subject to Change at the discretion of the Superintendent) . Currently the Chief of Student Support Services serves as a District Title Ix Coordinator.

**Essential Functions:**

**Leadership**

- Provide oversight for the District’s Title IV Budgets as it relates to all funding as related to Student Services.
- Provides leadership and supervisory oversight to various divisions within student support services such as Students in Transition, Social Workers, Student and Parent Concerns, Student Outreach/Hearing Officer, Health Services/Nursing, Family and Community Engagement, Before/Afterschool, Culture and Climate, Multi-tiered Systems of Support and Student Recruitment and Registration
- Collaborate with school leaders to integrate student support services into the academic framework.
- Develop partnerships with community organizations and government agencies to enhance student support services.
- Lead initiatives to promote equity, inclusion, and culturally responsive support services that mitigate barriers to mental, social, emotional, and academic success.
- Implements and monitors strategic priorities and goals in alignment with the department’s goals, strategic plan, and other priorities of the Superintendent and the Board
- Assist executive leadership in planning and resolution of complex issues and needs.
- Provide crisis intervention and support for students and families facing significant challenges.
- Provide resources and support to the district’s unhoused, foster care, and unaccompanied youth to realize their full academic potential.
- Ensure systems are in place to ensure families have access to important health services to include vision, hearing, physical, and immunization services.
- Works with families through the office of student and parent concerns to address complaints, appeals, and pre-litigation challenges that could impede school to home collaboration and communication.
- Increase the opportunities for families and school to collaborate, foster family advocacy and support of their students.
- Serves as a Committee member on the District’s Culture and Climate Committee.



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- Provides oversight of Type I Hearing as related to Safe School Act Violations and Placements and Placement Appeals.
- Maintain oversight of the coordination of before and after school services for SLPS families.
- Coordinates activities under the Department of Elementary and Secondary (DESE) Gun Violence Prevention Grant.
- Manages the DESE 21<sup>st</sup> Century grant activities hosted through Before and After School programming.

**Compliance**

- Ensuring the rights of students and families under the McKinney-Vento Homeless Assistance Act.
- Management of transportation services for students who may be experiencing homelessness.
- Ensure compliance with federal, state, and local policies related to student services, Medical Homebound services, and Section 504 as related to Other Health Impairment, and other regulations.
- Works with the Missouri Department of Elementary and Secondary Education (DESE) to assure compliance with federal and state guidelines and maintain strong professional ties between the District and State.
- Oversee programs related to mental health, social-emotional learning (SEL), counseling/therapy, and behavioral interventions.
- Support the development of tiered intervention systems (MTSS, RTI) to meet the diverse needs of students.
- Monitor student data to assess the effectiveness of interventions and adjust strategies accordingly.
- Maintain compliance with Culture and Climate Surveys as governed by district and the MSIP VI Process.
- Ensure the completion of all Bullying investigation, reporting, and training as required by the Office of Civil Rights.
- Support District's recruitment and registration activities
- Manages the training and participation of all department team members on the FOCUS Student Information System.

**Community Engagement**

- Oversee programs related to mental health, social-emotional learning (SEL), counseling/therapy, and behavioral interventions.
- Prepares and contributes to the preparation of reports, briefings, presentations and responses on strategic issues as appropriate and/or requested by the Superintendent, Board of Education (BOE), and/or DESE.
- Attends Board of Education meetings, and attends and presides over such other meetings as directed by the Superintendent.
- Serves on various state and local panels concerning services for students.
- Serves as an advocate for students on the local, state, regional, and national levels as applicable.
- Performs other duties as assigned.



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**Knowledge, Skills, and Abilities:**

- Extensive knowledge of student support services, and the various departments that report therein.
- Highly visionary, with a belief that all children and adults are capable of greatness.
- Deep understanding of how systems operate and how to lead change efforts internally.
- Compelling communicator with the ability to invest key stakeholders in prioritized work.
- Effectively collaborative, working across teams at various levels of the organization to ensure effective implementation of strategic priorities..
- Deep understanding of equity, especially in an educational context, at an individual contributor, team, department, school, and district level.
- Highly self-aware of identity, biases, and characteristics and how those impact one's own leadership.
- Deeply committed to growing and accepting feedback with a demonstrated track record of receiving feedback well and implementing feedback effectively .
- Highly-organized and detail-oriented with the ability to organize information, prepare materials, audit reports, etc. with a high level of attention to detail, precision, and accuracy.
- Effective leader of others with a strong ability to influence others across departments and teams both horizontally and vertically.
- Considerable knowledge of state, local and school system fiscal regulations, policies and procedures.
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.
- Understands effective school leadership.

**Experience:**

- Minimum of 5-7 years of leadership experience in student services, special education, or education administration (required).
- Minimum 3-5 years of experience as a school leader (Preferred).
- Minimum 3-5 years of experience serving as principal supervisor (Preferred).

**Education:**

- Master's Degree or Administration Certification in the state of Missouri (required)
- EdD or PhD Degree (preferred)
- Missouri Superintendent Certificate (preferred)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle.
- Must be able to exert up to 25-50 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.
- Light work usually requires walking or standing to a significant degree.

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

