

**Job Title:** Director of Student Support and Intervention      **Wage/Hour Status:** Exempt  
**Reports To:** Executive Director of Student Services      **Date Revised:** February 2024      **Dept./School:**  
Instruction and Innovation

---

**[APPLICATION LINK](#)**

**Primary Purpose:**

Evaluate and provide leadership for student academic and social services across the district. Responsible for the effective and efficient operation of the Student Service Department including counseling services, and health services and the implementation of student differentiated support with research-based strategies, and compliance with state and national requirements under the supervision of the Executive Director of Student Services and in close collaboration with Instruction and Innovation Department of School Leadership and Academics.

Primary responsibility for implementation of the goals in the District Strategic Plan for the Instruction and Innovation Department that are relevant to the position as outlined within this description.

**Qualifications:**

**Education/Certification:**

Master's degree in educational administration required. Valid  
Texas administrative certification required.

**Special Knowledge/Skills:**

Knowledge of wrap around student services  
Experience in instructional coaching and feedback models Experience  
working in school counseling.  
Ability to evaluate instructional programs and effectiveness.  
Ability to manage budget and personnel.  
Ability to coordinate district functions.  
Ability to implement policy and procedures.  
Ability to interpret data.  
Strong communication, public relations, and interpersonal skills.

**Experience:**

Minimum of three years successful experience as a classroom teacher  
Minimum of three years successful experience as a school counselor or administrator (Required)  
Minimum of three years Central Office Administration experience (preferred)

## **Major Responsibilities and Duties:**

### **Strategic Leadership and Oversight:**

1. Develop and implement a strategic vision for student services, overseeing the school counseling department, positive behavior support and intervention strategies, and student health services.
2. Lead and inspire a team of professionals, fostering a collaborative and innovative environment that prioritizes the well-being and success of students.

### **Counseling Department Oversight:**

3. Provide leadership to the school counseling department, ensuring the delivery of comprehensive counseling services that address the academic, social, and emotional needs of the students.
4. Collaborate with counselors to develop and implement effective guidance programs that support students in their academic and personal growth.

### **Positive Behavior Support and Intervention:**

5. Lead the development and implementation of district-wide positive behavior support and intervention strategies.
6. Collaborate with school leadership, teachers, and other stakeholders to create a positive and inclusive school culture that supports the behavioral and social-emotional development of all students.
7. Collaboratively lead district-wide strategies and solutions for addressing student behavior concerns and provide support to campus leaders to follow state and local student discipline policies effectively.

### **Multi-Tier System of Support (MTSS) Oversight:**

8. Assume responsibility for the oversight and management of the district's Multi-Tier System of Support (MTSS), ensuring its effective implementation across the schools.
9. Collaborate with schools to establish and document efficient systems for tiered interventions, encompassing both academic and behavioral support, to enhance student success and address diverse learning needs.

#### **Leadership:**

10. Committee Leadership: Lead the district's Multi-Tiered System of Support Committee, overseeing initiatives that address academic and behavioral tiered supports.
11. Collaboration with Academics: Coordinate with the academic's department to develop and maintain a comprehensive manual for academic and behavior tiered supports.

#### **Program Implementation:**

12. Monitoring and Documentation: Monitor the implementation of the MTSS program, ensuring adherence to established protocols and recommending adjustments as needed.
13. Data-Driven Decision Making: Utilize data to inform decisions related to the MTSS program, fostering continuous improvement in support strategies.

**Student Health Services:**

14. Oversee student health services, ensuring the delivery of high-quality health programs that contribute to the overall well-being of students.
15. Collaborate with health professionals to implement preventive health measures and respond effectively to the health needs of students.

**Data-Informed Decision Making:**

16. Utilize data to inform decision-making processes, employing a data-driven approach to assess the effectiveness of student services and implement targeted improvements.
17. Ensure that data is effectively used to identify trends, measure outcomes, and enhance the overall impact of student support initiatives.

**Knowledge of State and Federal Regulations:**

18. Stay current with state and federal rules and regulations related to student services, ensuring compliance, and guiding the team in adherence to legal requirements.
19. Provide expertise on regulatory matters to ensure that all students services align with applicable laws and guidelines.

**Innovation in Student Services:**

20. Infuse innovation into student services abreast of emerging trends in mental health, counseling, and student support.
21. Lead the development and implementation of innovative programs that address the evolving needs of students, particularly in the realm of mental health and well-being.

**Collaboration with Other Departments:**

22. Collaborate closely with other district departments, including special education, school leadership, and academics, to ensure a holistic and coordinated approach to student support services.
23. Facilitate cross-departmental initiatives that contribute to a seamless and integrated educational experience for students.

**Communication and Support to School Leaders:**

24. Provide clear and effective communication to school leaders and educators regarding student services initiatives, programs, and updates.
25. Offer support and guidance to school leaders in implementing student services strategies at the campus level, fostering a culture of collaboration and shared responsibility.

**Mental Health Support:**

26. Oversee efforts to enhance mental health support in schools, collaborating with stakeholders to implement effective wrap-around services that address the mental health needs of students.
27. Oversee training and resources to educators and staff on recognizing and responding to mental health challenges among students.

**Professional Development:**

28. Facilitate Professional development opportunities for student services staff, ensuring ongoing growth and skill development.
29. Foster a culture of continuous learning and improvement within the department, aligning professional development with the evolving needs of student services.

**Community Engagement:**

30. Engage with the community to build partnerships and resources that support student service initiatives.
31. Collaborate with Community organizations and agencies to enhance the availability of services that benefit the well-being of students

**Budget:**

32. Administer the student services budget and ensure that programs are cost effective and funds are managed prudently. **Policy, Reports and Law:**
33. Takes action to ensure that the district complies with all rules, laws and Board policies related to curriculum and instruction.

**Supervisory Responsibilities:**

Supervisory and evaluate the performance of instructional supervisors and support staff in the counseling and nursing departments.

**Mental Demands/Physical Demands/Environmental Factors:**

**Equipment Used:** Standard office equipment including personal computer and peripherals.

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

**Motion:** Repetitive hand motions, frequent keyboarding, and use of mouse; occasional reaching.

**Lifting:** Occasional light lifting and carrying (less than 20 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress, frequent prolonged and irregular hours.

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

<p><b>Note:</b> This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.</p>
---

**Acknowledgment**

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

**Hutto ISD**  
**Job Description**

---

**Director of Student Support and Intervention**

Employee Signature

Date

Printed Name