

# Hutto ISD

## Job Description

## Executive Director of Student Services

**Job Title:** Executive Director of Student Services

**Exemption Status/Test:** Exempt

**Reports to:** Associate Superintendent

**Date Revised:** January 2024

**Dept./School:** Instruction and Innovation

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### 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 Services 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 Associate Superintendent and in close collaboration with Instruction and Innovation Departments of School Leadership and Academics.

Primary responsibility for implementation of the goals in the District Strategic Plan.

### Qualifications:

#### Education/Certification:

Master's degree in Educational Administration

Valid Texas administrative certification

#### Special Knowledge/Skills:

Knowledge of wrap around student services

Experience in instructional coaching and feedback models

Experience working collaboratively with school counseling and MTSS processes or systems

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:

Three years' experience as a classroom teacher

Three or more years of campus administrative experience required.

Seven years of district and/or campus administrative or supervisory experience preferred.

### Major Responsibilities and Duties

#### Leadership and Oversight:

##### *Strategic Vision:*

- Develop and communicate a visionary framework for student services, ensuring alignment with district goals and standards to create a supportive and inclusive learning environment for all students.

- Implement research-based practices that enhance the overall well-being and academic success of students, fostering a culture of continuous improvement and innovation.

*Policy Adherence:*

- Demonstrate a deep understanding and unwavering commitment to local, state, and national policies related to student services, ensuring compliance and advocating for policies that positively impact student well-being and educational outcomes.
- Stay abreast of evolving policies and emerging best practices in student services, integrating this knowledge into departmental strategies and initiatives.

**Departmental Oversight:**

**Special Education:**

*Inclusive Practices:*

- Oversee the Special Education department in implementing inclusive practices that ensure the success of students with diverse learning needs, promoting an environment where every student can thrive.
- Foster a collaborative approach to special education, working closely with educators, specialists, and parents to create comprehensive plans that address the unique needs of students across the district.

*Professional Development:*

- Set high expectations for the Special Education team, providing guidance and support to directors and specialists in delivering professional development that aligns with research-based practices and promotes continuous growth.
- Collaborate with the broader academic leadership team to ensure the seamless integration of special education initiatives with the overall curriculum and instructional framework.

**Counseling:**

*Holistic Student Support:*

- Oversee the Counseling department in developing and implementing holistic support services that address the social, emotional, and academic needs of students, contributing to their overall well-being and success.
- Establish a comprehensive counseling framework that integrates research-based approaches, ensuring that counselors play a proactive role in fostering a positive school climate.

*Collaboration and Outreach:*

- Foster collaborative partnerships with school leaders, teachers, and community stakeholders to enhance counseling services, creating a network of support that extends beyond the school environment.

- Implement outreach programs to engage parents and the community, promoting mental health awareness and providing resources to support the social and emotional development of students.

**Student Health Services:**

*Wellness Initiatives:*

- Oversee the Student Health Services department in implementing health initiatives and health safety policies aligned with local and state guidelines.
- Oversee the development and implementation of emergency preparedness plans within Student Health Services, ensuring the safety and well-being of students in various situations.
- Oversee collaboration with local health agencies to stay informed about public health guidelines and best practices, incorporating this information into health service protocols.

*Team Leadership and Expectations:*

*High Expectations:*

- Set and communicate high expectations for all members of the Student Services team, fostering a culture of excellence, collaboration, and professional growth.
- Establish metrics and data tools to evaluate the effectiveness of student services for continuous improvement practices.
- Provide guidance, mentorship, and professional development opportunities to directors and specialists within Student Services, cultivating a team dedicated to best practices in supporting school leaders and teachers.

*Stakeholder Engagement:*

- Actively engage with and build strong relationships with school leaders, teachers, parents, and community members to ensure alignment with district goals and garner support for student services initiatives.
- Advocate for the needs of students within the broader community, creating a collaborative environment that prioritizes the well-being of every student.
- Provide guidance, mentorship, and professional development opportunities to directors and specialists within Student Services, cultivating a team dedicated to best practices in supporting school leaders and teachers.

*Stakeholder Engagement:*

- Actively engage with and build strong relationships with school leaders, teachers, parents, and community members to ensure alignment with district goals and garner support for student services initiatives.
- Advocate for the needs of students within the broader community, creating a collaborative environment that prioritizes the well-being of every student.

**Positive Behavior Support and Intervention/Multi-Tier System of Support:**

- Oversee the development and implementation of district-wide positive behavior support and intervention strategies as well as the management of the Multi-Tier Support System.
- Oversee collaboration of district-wide strategies and solutions for addressing student behavior concerns and efficient systems for tiered interventions, encompassing both academic and behavioral support to enhance student success and address diverse learning needs.

**Policy, Reports, and Law**

- Takes action to ensure that the district complies with all rules, laws and Board policies related to curriculum and instruction.

**Budget**

- Administer the curriculum and instruction budget and ensure that programs are cost effective and funds are managed prudently.

**Supervisory Responsibilities**

Supervisory and evaluate the performance of instructional supervisors and support staff in the elementary academic department.

**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.

<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>
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**Acknowledgement**

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**Executive Director of Student Services**

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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.

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Employee Signature

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Date

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Printed Name