



Job Title: **Director of Responsive Services**

Department: **Responsive Services**

Supervisor: **Assistant Superintendent**

Lane Placement: **Admin Lane 7**

Schedule: **8 hrs / 242** Evaluation Group: **CLASS - D**

FLSA Classification: **Exempt**

## JOB DESCRIPTION

Under the general supervision of the Assistant Superintendent over Curriculum and Instruction, the Director of Responsive Services is responsible for the development and implementation of tiered services and supports which are responsive to student social, emotional, behavioral, physical, and mental health needs. The Director will coordinate services with other District Departments to provide integrated services that support school safety and student learning.

## ESSENTIAL FUNCTIONS

- In collaboration with other District departments and school based personnel, develops and implements a tiered system of social, emotional and behavior supports and services to address the supplemental needs of students experiencing barriers to learning.
- Gathers information in order to engage in systematic data based decision making about services and safety that includes the collection, evaluation, and interpretation of data.
- Consults with administrators about effective discipline measures that change maladaptive behavior and ensures that District discipline hearings provide due process while focusing on school safety and the needs of the individual student.
- Ensures that discipline and safety measures are equitably and consistently implemented.
- Oversees a systematic approach to professional learning and coaching to support the implementation of evidence based practices and interventions.
- Coordinates responsive services within the District when crisis situations occur.
- Supervises alternative programs including Diamond Ridge High School.
- Oversees Adult Education and Community Education.
- Collaborates with and develops community partnerships.
- Supervises and supports physical health services.
- Provides training and oversight for 504 plans and accommodations.
- Assists in preparation of District, State and Federal reports as required.
- Represents the District at local, state and national meetings and participate in professional organizations as appropriate.
- Consults with legal counsel and other entities to ensure that District policies comply with federal and state law.
- Predictable and reliable attendance.

## NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**QUALIFICATION REQUIREMENTS**

- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administrative/Supervisory (K-12)".
- Experience as a school administrator strongly preferred.
- Requires a Master's Degree from an accredited college or university.
- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a valid driver's license.
- Significant experience with mental health supports and an in-depth knowledge of current approaches to behavioral interventions.
- Ability to accurately communicate calmly with clarity and sensitivity in all situations.
- Requires graduate level writing and verbal skills.
- Ability to write reports, business correspondence, procedure manuals or policies.
- In-depth knowledge regarding the legalities of behavior interventions and discipline.
- Ability to effectively present information and respond to questions from principals, directors, cabinet, employees or the general public.
- Demonstrated expertise in computer programs, including Microsoft Word, Excel, and various other programs, etc.
- Ability to identify and resolve problems in a professional and timely manner.
- Ability to coordinate projects, manage project team activities and communicate progress or resolution of team activities.
- Ability to evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment skills.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**PHYSICAL REQUIREMENTS---Not limited to the following:**

- Requires sitting, standing and walking. Uses fingers and arms to keyboard, pick-up, and hold; uses eyes, ears and voice for communication.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

*Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: \_\_\_\_\_ 11/01/2019 \_\_\_\_\_