

## **Charter Institute at Erskine – Position Description**

**Title:** Executive Director of Student Services

**Department:** Student Services

**Reports To:** Chief of Student Services

**Date Developed or Revised:** 3/27/2023

**Salary Range:** 80,000-105,000

**Supervisory Responsibilities:** Director of Special Education, Director of Student Services, Coordinator of Student Services

### **Position Summary:**

The role of the Executive Director of Student Services is to oversight and support of special programs related to Individuals with Disabilities Education Act (IDEA), Section 504, Medical Homebound, Title III/ Multilingual Learner (ML), McKinney-Vento, Foster Care, Family Educational Rights and Privacy Act (FERPA), and Title IX. The Executive Director of Student Services will have broad oversight and monitoring of charter school compliance in serving special student populations, assisting in initiating intervention as necessary and required by the South Carolina Charter Act, state law, federal law, and/or Institute policies.

### **Essential Duties and Responsibilities**

- Provide general and broad oversight of student services (Special Education, Title III/ML, McKinney-Vento, Foster Care, 504, and Title IX), monitoring mission-aligned projects and ensuring project progression towards the goals of the Institute.
- Represent the Institute as the organization's special education and school services subject matter expert, providing sound, logical, and objective policy guidance, actionable recommendations, regulation compliance, and interpretation of federal and state law.
- Develop corrective actions plans for identified areas of noncompliance related to Section 504 and IDEA.
- Represents and speaks publicly on behalf of the Institute to all stakeholders.
- Participates and serves as the Institute lead on all special education dispute resolution matters (due process, mediation, state complaints)
- Implement and provide feedback for improving sustainable processes within the department.
- Support the department in innovated projects by assisting and supporting the team in developing projects and ensuring project management for completion.
- Collaboratively work with other departments to ensure cross functional planning and training.
- Work with schools and families to resolve state/parent complaints related to SCDE state complaints and due process requests.
- Research and create initiatives that will promote improved outcomes for the populations of students that are served under the student services department.

- Represent the Institute on various regional, state, and/or national councils or committees concerned with special services.
- Interpret and formulate pertinent policies and procedures in response to legislation, and provides related advice to administrators, employees, and staff; recommends new or revised policies and/or procedures as warranted.
- Ensure the department webpages reflect the most current and accurate information.
- Perform additional related duties and fulfill responsibilities as assigned.

### **Non-Essential Duties and Responsibilities**

- Performs other duties and responsibilities as assigned

### **Minimum Qualifications**

- Master's Degree or higher from an accredited educational institution in Administration required.
- Valid South Carolina certification in Special Education required.
- 5 or more years of experience in serving special populations required.
- Strong written, verbal, and presentation skills.
- Proficiency with Microsoft Excel, PowerPoint, Word, Google, Enrich, Zoom, and Outlook.

### **Core Competencies**

- Consistently represents the Institute in the most exemplary, positive manner by modeling the Erskine Philosophy in action, conduct, demeanor, and speech.
- Participates in staff meetings, trainings, conferences, and professional development sessions.
- Maintain confidentiality as required by the Institute and by law.
- Demonstrates a high degree of flexibility.
- Ability to thrive in a fast-paced work environment.

**Career Ladder:** (Possible advancement to other positions): Chief of Student Services, Deputy Superintendent

**Mobility:** Primarily sedentary, able to sit for long periods of time.

**Physical Requirements:** Ability to speak, see and hear other personnel. Ability to communicate both in verbal and written form. Capable of using a telephone and computer keyboard. Able to lift up to 10 lbs. Ability to travel within the facility and to other locations. Frequent statewide travel will be required for this role, including school site visits, planning meetings, local and

national conferences, training, etc. Overnight stays may be required.

**Environmental Conditions:** Office and/or Work-from-home (8 am to 5 pm – Monday through Friday)

**Affirmative Action (AAP/EEO) Statement**

The Charter Institute at Erskine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.

**Disclaimer**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.