



# Shelton School District

700 South First Street, Shelton, WA 98584  
360-426-1687

## EMPLOYMENT OPPORTUNITY

**Job Number: 2018-1608**

**Executive Director of Student Services P-12  
Central Office**

**Posted Date: 3/29/2019**

### **Job Information:**

Status: Administrator

FTE: 1.000

Hours/Day: 8.00

Days per Year: 260

Salary Range: \$120,000.00 to \$130,000.00

### **Closing Date: Open Until Filled**

*To be considered for this position, please submit a completed online application and required documents on or before this date.*

### **Requirements:**

Under the direction of the Superintendent, and in coordination with the Executive Directors of Instructional Programs, the Executive Director of Student Services P-12 is responsible for the District's Student Services program, and has oversight of the District's curriculum, instruction, and assessment program, ensuring the District's strategic vision and direction is carried out effectively.

Master's degree or higher.

Washington State Administrator Certification.

Minimum of 5 years successful teaching and/or administrative experience. Demonstrated skill in program development & evaluation, staff supervision & evaluation, fiscal management, staff development, human relations, assessment & technology utilization.

Demonstrated managerial skills, collaborative planning & decision making, organizing, delegating & listening.

Demonstrated District & community involvement.

Please refer attached job description for more information.

### **District Information:**

[Click here to learn about us](#)

### **Job Description:**

[Click here to view the job description](#)

**NON-DISCRIMINATION STATEMENT**

Shelton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination:

Linda Arnold, Exec. Director of Human Resources;  
700 S. 1st Street; Shelton, WA 98584; 360-426-1687;  
[larnold@sheltonschools.org](mailto:larnold@sheltonschools.org)

Complaint procedures can be found on the District's website by clicking on the Discrimination Complaint Procedures" link on the left hand side of the page. [www.sheltonschools.org](http://www.sheltonschools.org)

## Contact Person:

Mary Ann Moody  
Human Resources Specialist  
[MMoody@sheltonschools.org](mailto:MMoody@sheltonschools.org)  
(360) 426-2982

Go to:

[www.sheltonschools.org](http://www.sheltonschools.org)

Apply at:

<https://sheltonjobs.hrplus.net/>

# JOB DESCRIPTION

Location: D.O.  
Effective: 03/2019  
Approved: AA



## SHELTON SCHOOL DISTRICT #309 Shelton, Washington

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### *EXECUTIVE DIRECTOR OF STUDENT SERVICES, P-12*

#### **JOB SUMMARY:**

Under the direction of the Superintendent, and in coordination with the Executive Directors of Instructional Programs, the **Executive Director of Student Services P-12** is responsible for the District's Student Services program, and has oversight of the District's curriculum, instruction, and assessment program, ensuring the District's strategic vision and direction is carried out effectively.

#### **ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:**

Depending upon individual assignment, the **Executive Director of Student Services P-12** performs all or a combination of several of the following duties. This list of essential functions is not exhaustive and may be supplemented as necessary.

#### **Essential Job Functions**

1. Collaborates with the Executive Directors of Instructional Programs (P-8 and 9-12) to develop and maintain a district-wide Multi-Tiered System of Supports (MTSS) that addresses academic, behavioral, and social-emotional needs of students.
2. Works with students, staff, and families to problem-solve and remove barriers to student success.
3. Works cooperatively with the Executive Directors of Instructional Programs to oversee the operations of the Family Resource Center at Mason Transit Center or other community location.
4. Leads annual equity review of disaggregated student attendance, discipline, and other data to identify potential disparities based on sex, race, EL status and/or disability.
5. Serves as the District's point of contact for contracted services with ESD 113 related to True North and/or other mental health services.
6. Serves as the District's attendance/truancy coordinator and liaison to OSPI, the Squaxin Island and Skokomish Tribes, and the Mason County Courts.
7. Serves as the District's Coordinator of P-12 Counselors.
8. Serves as the District's Discipline Hearing Officer.
9. In cooperation with District administrators, directs, plans and supervises the staff, activities and training of the District's Nurses in order to ensure compliance with mandated programs related to student health.
10. Collects, manages, and uses data to continuously evaluate programs (e.g., School Climate Survey, SWIS, etc.).
11. Monitors and ensures compliance with rules and regulations for Home-Based Instruction.
12. Supervise and monitor implementation of Section 504.
13. In cooperation with the Executive Directors of Instructional Programs (P-8 and 9-12) is instrumental in coordinating and overseeing the District's curriculum.

## **Executive Director of Student Services P-12**

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14. In cooperation with the Executive Directors of Instructional Programs (P-8 and 9-12) establishes and oversees the District's assessment program.
15. Supervises and evaluates the following:
  - Special Education Director
  - District Assessment Coordinator
  - Family Resource Center Coordinator
  - Clerical support, including Student Records and Data Management Coordinator and Science Kit Para Tech.
16. Oversees the development and management of all budgets related to this position.
17. Assumes a leadership role on the Superintendent's Cabinet responsible for assisting with long-range strategic planning, developing system-wide budgets, plans, policies and activities.
18. Maintains liaison with professional, civic, volunteer and other community agencies and groups having an interest in schools for the purpose of coordinating inter-related activities.
19. Supports, promotes, and protects the core mission and educational values of the District for the purpose of ongoing educational development.
20. Participates in meetings as assigned for the purpose of conveying and/or gathering information required to perform functions for the District.
21. Performs other tasks as assigned by supervisor.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Demonstrated empowering leadership to interact positively, lead, motivate, delegate and hold people accountable while fostering trust, teamwork and excellent staff morale.

Demonstrated ability to provide progressive leadership in an atmosphere of change, including a thorough understanding of Washington State School reform.

Demonstrated flexible managerial/business organizational skills that include participatory and collaborative planning and decision making, problem solving, organizing, delegating and listening.

Demonstrated personal integrity, honesty and trustworthiness, as well as the ability to use common sense.

Demonstrated understanding and application of Washington State and Federal laws and regulations relative to education.

Demonstrated ability to manage resources of a district with sound fiscal orientation.

Demonstrated managerial skills, ability to work independently, analyze data, convey recommendations, accept responsibility and make decisions while managing projects.

Ability to understand and plan for development on a long-range basis, anticipating future issues and directions.

Demonstrated ability to understand and manage resources effectively, efficiently and to improve conditions at the classroom level.

**Executive Director of Student Services P-12**  
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**WORKING CONDITIONS:**

- Office in a school district central office; work in classrooms and meeting rooms.
- Be able to work efficiently while experiencing frequent interruptions and schedule changes.
- Required to operate computers, telephone and other office equipment.
- Requires frequent writing, standing, walking and sitting.
- Requires flexibility in changes in assignment or work hours.
- Required to deal with a wide range of situations, behaviors and information.

**REPORTS TO:** Superintendent

**MINIMUM QUALIFICATIONS:**

**Education and Experience**

- Master's degree or higher.
- Washington State Administrator Certification
- Minimum of 5 years successful teaching and/or administrative experience.
- Successful experience in leadership roles.
- Demonstrated skill in program development and evaluation, staff supervision and evaluation, fiscal management, staff development, human relations, assessment and technology utilization.
- Demonstrated managerial skills, collaborative planning and decision making, organizing, delegating and listening.
- Training and/or experience in leadership, restructuring, assessment and evaluation processes.
- Demonstrates professional involvement and facilitator abilities.
- Demonstrated District and community involvement.

**TERMS OF EMPLOYMENT:**

Full-time, 260 annual days with full benefits.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of Washington State law.