

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Director of Student Assistance Programs
QUALIFICATIONS:	Master of Education in School Counseling: Coordinates district wide student assistance program to include but not limited to: drug/alcohol abuse, suicide, pregnancy, physical-emotional-sexual abuse, outside counseling/and service agencies, behavior management programs.
REPORTS TO:	Executive Director of Student Services

PERFORMANCE RESPONSIBILITIES:

1. Coordinates the development, implementation and evaluation of goals and objectives of the Student Assistance Program that reflects district policies and procedures.
2. Maintains effective communication and coordination between and among schools, administration and community.
3. Coordinates all PASS-8 and Bronco Academy programs for district
4. Coordinates all Crisis Intervention programs and events as needed in district
5. Coordinates with sites counseling staff to develop and implement support groups at all levels
6. Coordinates and serves as the liaison between the school and community resources to include but not limited to the Regional Food Bank Program, Canadian County services, All America clothing program, Therapeutic Foster Care agencies, Department of Human Resources, M P A C T , outside agency referrals
7. Coordinates and meets with site counselors to plan and present appropriate professional development for Crisis and Student Services training.
8. Coordinates and oversees Drug Policy Suspension contracts
9. Completes reports and other school-related paperwork as required within stated timelines.
10. Competency to organize and work effectively with administration, staff, students and patrons.
11. Maintains confidentiality.
12. Abides by all district policies and state and federal laws.
13. Oversees all district counselors.
14. Oversees ICAP program.
15. Performs other duties as assigned by supervisor

TERMS OF EMPLOYMENT:

Number of days and compensation based on the Board approved salary schedule and the employee work calendars.

EVALUATION:

Job performance will be evaluated annually by the Executive Director of Student Services.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.

Ability to lift up to 10 pounds frequently.

Ability to do outside duties in inclement weather.

Ability to walk or move long distances from location to location around the building multiple times each day.

Adopted: 07-14-2014

Revised: 12-8-14

Revised: 6-27-19