

Category: 1710  
Exc. Qual. Std.: 14A  
Approved: Aug. 11 1989  
AUTH.: P. L. 95-561

STUDENT SERVICES DIRECTOR/SPECIALIST

CATEGORICAL PAY LEVELS:

Minimum Pay Level: 05  
Maximum Pay Level: 06

DESCRIPTION OF WORK:

The student services director/specialist supervises, directs and evaluates a comprehensive student services and homeliving program conducted in association with one or more dormitories serving more than 275 boarding students. The student services program incorporates educational, psychological, sociological and physiological aspects of human development in order to insure the academic, personal and social developmental of boarding student's who are separated from their families, are of a minority culture, may have been reared in geographically isolated areas and may be learning to speak English as a second language. He/she may also be the administrative head of a peripheral dormitory.

Incumbent often coordinates substance abuse prevention and/or treatment programs for students in the school. He/she usually supervises the counseling, recreation and homeliving sections of the school program, though this may vary at some schools.

LEVEL OF RESPONSIBILITY:

- A. **Level 05** – The 05 level is assigned when the incumbent directs the entire student services program when boarding enrollment of the school is greater than 275 but less than 400; or when the incumbent will supervise three or more levels 03, 04, 11, 12, 13, 14, 15, 16, or 17 positions in the student services department. The 05 level may also be assigned at schools with boarding enrollment greater than 400 where the incumbent supervises only a portion of the student services program.
- B. **Level 06** - The 06 level is assigned when the boarding enrollment of the school exceeds 400 and the incumbent supervises all aspects of the student services program.

This position is titled Student Services Director only when the incumbent supervises all aspects of the student services program. All other positions covered by the category are titled Student Services Specialist.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Pay Level:	05	06
Education:	Masters	Masters
Experience:	3	4

Applicants must have successfully completed a Master's or higher degree at an accredited university; their education must have included at least 24 hours in education, counseling or psychology, of which at least 12 graduate hours must have been in guidance, counseling or psychology courses directly related to education.

Experience must have been as a teacher or guidance counselor in an elementary or secondary school or in a professional capacity in another type of homeliving environment.

**PHYSICAL REQUIREMENTS:**

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by used of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.