

Region 10 Technical High School

Director of Student Services Job Description

Job Title: Director of Student Services
Pay Plan: At-will employee
Months: 41 weeks/215-day contract beginning July 1
Department: Administration
Reports to: Superintendent/Director

SUMMARY

The Director of Student Services provides leadership, coordination, and administrative oversight for student services at Region 10 Technical High School. This position ensures high-quality educational experiences for all students, with a focus on equitable access, special education compliance, admissions, student support services, and career and technical education (CTE) program success.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned.

Student Support and Guidance

- Provide leadership for the student assessment system, including administration, data analysis, and reporting.
- Maintain an ongoing presence in Region 10 programs to support students and staff.
- Consult with parents, partner districts, and school counselors regarding student progress, attendance, and social/emotional interventions.
- Coordinate and implement the Attendance Protocol, supporting students' success and attendance
- Support student participation in Career and Technical Student Organizations (CTSOs) and other enrichment activities.

Special Education Oversight

- Oversee and coordinate services for students with disabilities in collaboration with partner districts.
- Ensure compliance with all state and federal special education and Section 504 requirements.
- Attend or assign a designee to Individualized Education Program (IEP) and 504 meetings as appropriate.
- Serve as liaison between Region 10 instructors and sending districts' special education teams to ensure implementation of accommodations and modifications.
- Coordinate staff training in differentiated instruction, universal design for learning, and behavior supports.
- Develop and monitor systems to track and document service delivery, accommodations, and student outcomes.

Program and Partnership Development

- Support faculty and staff professional development aligned with student services and equity goals.

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- Collaborate with local businesses and community organizations to enhance student career readiness and placement opportunities.
- Maintain regular communication with partner schools through visits and ongoing coordination.
- Support Region 10's State of Maine DOE accreditation process and other school improvement initiatives.

Administrative and Compliance Functions

- Manage and maintain accurate student records in partnership with the sending school's student services.
- Oversee compliance with local, state, and federal educational laws and CTE regulations.
- Support gender equity and affirmative action functions.
- Assist in program scheduling, data reporting, and coordination of student information systems.
- Maintain working knowledge of CTE funding requirements and student data reporting processes.
- Attend school events recognizing student achievement and promote a positive, inclusive school culture.
- Attends all Region 10 Cooperative Board meetings

QUALIFICATIONS

- Minimum of three years of successful teaching, counseling, or administrative experience in a CTE or secondary education setting.
- Master's degree in school counseling, educational leadership, special education administration, or a related field.
- Maine Department of Education certification (030, 035, 040, 045, or 075 required).
- Successful Maine background check and fingerprinting.
- Supervisory and/or special education coordination experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated knowledge of CTE programs, special education law, and student support systems.
- Ability to lead collaborative initiatives and maintain effective working relationships with multiple stakeholders.
- Strong written and oral communication skills.
- Proficiency with student information systems and data management.
- Ability to travel between districts, schools, and partner organizations.
- Commitment to equity, inclusion, and access for all learners.

WORK ENVIRONMENT

The work environment varies from quiet office settings to active CTE classrooms and community partner sites. The position requires flexibility, extended work hours during peak times, and frequent interaction with students, families, and educators.