

Director of Student Services

Job Description

The Dean of Student Services (DOSS) leads day-to-day student support systems at LMSS. This role manages student behavior, attendance, intervention coordination, student records workflows, and student-service administration. The DOSS serves as the primary administrator for student-support logistics and works closely with the Head of School (HOS) and the Director of Operations (DO). The DOSS reports directly to the HOS.

Essential Duties and Responsibilities

General

- Promote a safe, orderly, and supportive student culture aligned with the school's mission.
- Serve as the primary administrative contact for routine student-support matters and family problem-solving related to attendance, behavior, records, and interventions.
- Collaborate with the HOS and DO on retention, reporting, and continuous improvement efforts.
- Serve as the primary coordinator for student health services (daily medications, hearing/vision screenings, etc.)

Instructional Leadership

- Support of all Special Education activities within the school, including supporting Special Education staff and classroom teachers to ensure timely and proper completion of all requirements.
- Coordinate substitute teaching by maintaining and available candidates and serving as a Substitute Teacher in emergency situations.
- Lead schoolwide student behavior systems, restorative/disciplinary processes, and day-to-day responses to student conduct concerns.
- Coordinate MTSS processes, intervention meetings, implementation follow-up, and related documentation.
- Coordinate 504 processes, timelines, documentation workflows, and routine family communication tied to student support plans.
- Support day-to-day special education process coordination, scheduling, documentation flow, and follow-up; elevate complex or high-risk matters to the HOS.
- Maintain transcripts, graduation-progress tracking, and credit-recovery coordination.
- Ensure academic/behavioral student data is being gathered, reviewed, and reported on to relevant stakeholders in a timely manner
- Create and support an Intervention Program (both with dedicated staff and without)

Operations

- Maintain and distribute family handbooks.
- Coordinate assessments (MCA, ACT, Fastbridge, GAT's, etc.).
- Manage student accounts on various platforms.
- Oversee student information workflows related to attendance, behavior, records, and family access in JMC and similar systems.

Enrollment

- Create and implement enrollment and retention strategies to increase enrollment and retention with support from DO and HOS
- Provide tours to prospective families
- Oversee and manage all enrollment-related activities including admissions, and onboarding processes (in conjunction with DO and HOS).
- Represent LMSS as the primary point of contact for all prospective families while overseeing and coordinating all enrollment activities (in conjunction with the DO and HOS).
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- Responsible for planning and implementing recruiting techniques and opportunities in conjunction with HOS.
- Maintenance and assurance of the security of all student records, including basic contact information, as well as academic records (in conjunction with DO and HOS).
- Manage and track individual student progress toward graduation. i.e., graduation credits, assessment results, etc.
- Oversee student accounting systems and ensure the accuracy and security of enrollment and demographic data.

Reports and Grants

- Prepare and submit required reports (or supporting documentation), including but not limited to MARSS, STAR, and student attendance (in conjunction with the DO).

Qualifications

- An interest in the practice of the Montessori educational philosophy.
- Bachelor's degree in education or a relevant field of study.
- Experience working with children in an educational setting.

This document is subject to change. Last updated:

Director of Student Services Name: _____

Date Given: _____

Board Chair: _____