

# JOB DESCRIPTION

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<b>Job Title</b>	Assistant Superintendent Student Services	<b>Job Title Code</b>	106034
<b>Reports to</b>	Deputy Superintendent Administration	<b>Wage/Hour Status</b>	Exempt
<b>Dept/School</b>	Administration	<b>Pay Grade</b>	110
		<b>Date Revised</b>	January 13, 2025

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## Primary Purpose

Provide leadership and direct supervision of personnel who oversee departments related to Athletics, Fine Arts, Student & Parent Services and Student Retention. Ensure attainment of the District's vision for all programs assigned.

## Education/Certification

- Master's Degree
- Valid Texas Principal or Mid-Management Certification

## Special Knowledge/Skills

- Ability to work collaboratively with multiple and diverse constituencies
- Ability to delegate and monitor projects and responsibilities effectively
- Knowledge of data driven accountability performance models
- Knowledge of the Texas Education Code, Texas Administrative Code, and State Board and Federal rules and regulations governing the operation of school districts
- Strong organizational, oral, and written communication skills, interpersonal skills, problem solving, and consensus-building skills
- Ability to develop short- and long-term training plans
- Thorough knowledge and implementation of relative District Policies and State Laws
- Thorough knowledge and implementation of budgeting processes
- Ability to understand and use systematic problem-solving approaches
- Ability to present information to various groups of internal and external stakeholders
- Ability to delegate power and authority to empower others
- Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions

## Experience

- Eight (8) years campus and/or central office administrative experience

## Major Responsibilities and Duties

1. Foster a culture of collegiality and ethical leadership by establishing a positive climate that values shared decision-making.
2. Recommend hiring personnel when needed.
3. Foster a culture of innovation, collegiality, and ethical leadership by establishing a positive climate that values shared decision-making.
4. Monitor and evaluate the effectiveness of supervised leaders, ensuring strategies are student focused and aligned with the district's mission and goals.
5. Establish metrics to assess departments' success in fulfilling individual goals in alignment with the district's mission and objectives.
6. Accountable for timely, accurate, quality information for all areas of responsibility.
7. Oversee preparation, administration and monitoring of department assigned budgets.
8. Develop data systems that provide ready reference information on activities related to supervised departments.
9. Perform other duties as assigned by supervisor.

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## Policy, Reports and Law

10. Adhere to District, local, state, and federal rules, regulations, and policies.
11. Keep abreast of, and interpret all laws, regulations, statutes, rules, and policies related to supervised departments.
12. Provide timely and accurate information in all areas of responsibility when required by developing and managing efficient record-keeping systems and reporting structures.
13. Participate in the review and/or development of district policies and procedures.
14. Assist supervised leaders with the compliance of the Student Code of Conduct Manual to ensure student management programs and procedures are effective in promoting acceptable student conduct and social growth.

## Communication, Community Engagement

15. Foster a positive relationship with all District stakeholders.
16. Assist with the solution of internal and external problems and challenges.
17. Demonstrate a high level of professional and personal integrity, a collaborative leadership style, and high ethical standards.
18. Provide optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

## Professional Growth/ Development

19. Improve leadership skills through professional development activities and disseminate that knowledge to other professionals.
20. Plan, develop, and implement effective training & staff development programs for employees.
21. Provide appropriate training and professional development opportunities for leaders.

## Supervisory Responsibilities

Supervise assigned personnel

## Tools/Equipment Used

Standard office equipment including personnel computer and peripherals

## Physical and Mental Job Requirements

### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. May work prolonged or irregular hours, occasional districtwide and state travel. Prolong sitting, occasional bending/stooping, pushing/pulling, twisting and occasional reaching. Repetitive hand motions, including frequent keyboarding and use of mouse

## Terms of Employment

226 days; salary to be established by Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_



# JOB DESCRIPTION

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.