

Job Title: Executive Director
Administrative Services

Wage/Hour Status: Exempt

Reports to: General Counsel

Pay Grade: 109

Dept./School: Legal

Date Revised: October 28, 2022

Primary Purpose

Liaison for District procedures and processes relative to student, parent and community needs including but not limited to developing the Student Code of Conduct and Student Handbook, acting as the hearing officer for Parent Complaints, managing student discipline processes and assisting with responding to Texas Public Information requests.

Qualifications

Education/Certification

Master's Degree
Valid Texas Administrator's Certificate

Special Knowledge/Skills

- Demonstrate leadership ability in working with other administrators, teachers, students, parents, and the public
- Strong communication and interpersonal skills
- Knowledge of Texas school discipline laws and school regulations

Experience

Five (5) years administrative experience in education

Major Responsibilities and Duties

Instructional and Program Management

1. Support instructional goals and objectives of the district.
2. Act as Hearing Officer for Parent Complaints.
3. Serve on the District's Title 9 Committee.

Student Management

4. Prepare the annual Student Code of Conduct for Board approval.
5. Develop the Student Handbook in coordination with others on an annual basis .
6. Manage the district's Student Discipline process including JJAEP review and placement.

Policy, Reports and Law

7. Provide student information reports for state and federal agencies, when required.
8. Maintain student discipline reports.
9. Review and address discipline in accordance with Board Policy and Texas Education Code.
10. Assist in preparing and responding to Texas Public Information requests.
11. Coordinate David's Law compliance.
12. Perform other duties as assigned by supervisor.

Budget and Inventory

13. Prepare budget based on identified needs and priorities of the district.

Personnel Management

14. Evaluate assigned personnel.
15. Develop and maintain positive staff morale.

Supervisory Responsibilities
Supervise assigned staff

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Occasional prolonged and irregular hours.

Terms of Employment

226 days; salary to be established by the Board of Trustees.

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: _____

My supervisor has reviewed this job description with me and has provided me 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, Rosa Ramos, at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball 230-2856.