

Job Title: Assistant Director Student & Parent Services **Wage/Hour Status:** Exempt

Reports to: Director Student & Parent Services **Pay Grade:** 106

Dept/School: Student & Parent Services **Date Revised:** July 24, 2019

Primary Purpose

Oversee services related to student transfers, tuition exemptions, student/parent concerns, and discipline. Provide overall leadership for assigned support services at the campus and District levels.

Qualifications

Education/Certification

Master's Degree
Valid Texas Administrator's Certificate

Special Knowledge/Skills

- Ability to work with other administrators, teachers, students, parents, and the general public
- Strong communication and interpersonal skills
- Knowledge of Texas school discipline laws and school regulations

Experience

Three (3) years administrative experience in education

MAJOR RESPONSIBILITIES AND DUTIES

Instructional and Program Management

1. Support the mission, goals, and objectives of the District and the attainment of the campus performance objectives.
2. Ensure effective communication and collaboration with families, including support of District-wide parent advisory councils.
3. Lead systems and processes to facilitate the resolution of student and parent concerns.
4. Work closely with campus and District personnel to prioritize and expeditiously address student and parent concerns.
5. Assist in reviewing and addressing student discipline matters in accordance with Board Policy and Texas Education Code.
6. Process and approve pupil transfers in accordance with Board Policy and administrative regulations.
7. Approve tuition waivers and tuition payments required for EPISD enrollment.
8. Prepare and issue transcripts and other information upon request.
9. Track, monitor, and maintain data for assigned activities; develop reports as needed.
10. Foster interaction and coordination with departments, campuses, students, and parents.
11. Demonstrate a high level of independent, ethical, and professional conduct.
12. Use effective communication, customer service, and conflict resolution skills.
13. Provide training of campus personnel regarding policies and procedures.
14. 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 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.