

# JOB DESCRIPTION

<b>Job Title</b>	Assistant Director Student & Parent Services	<b>Job Title Code</b>	126301
<b>Reports to</b>	Executive Director Student & Parent Services	<b>Wage/Hour Status</b>	Exempt
<b>Dept/School</b>	Student & Parent Services	<b>Pay Grade</b>	106
		<b>Date Revised</b>	February 11, 2025

## 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.

## 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 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. Frequent District wide and in- and out-of-state travel.



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## 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: \_\_\_\_\_

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.