

Job Title: Executive Director Student & Parent Services	Wage/Hour Status: Exempt
Reports to: Assistant Superintendent Student Services	Pay Grade: 109
Dept./School: Student & Parent Services	Date Revised: July 3, 2024

Primary Purpose

Assist Area Assistant Superintendents by processing requests for student transfers, tuition exemptions, reviewing student discipline, maintaining student cumulative folders, collecting federal survey data and maintaining/keeping student attendance and scholastic records that will provide support to the education programs of the district. Meet with parents and students to resolve issues with campuses and the district.

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 attendance and discipline laws and school regulations

Experience

Five (5) years administrative experience in education

Major Responsibilities and Duties

Instructional and Program Management

1. Ensure that Student & Parent Services is supportive of the instructional goals and objectives of the district and the attainment of the campus performance objectives.
2. Ensure the mission of Student & Parent Services supports the mission of the district.
3. Conduct periodic surveys of federally connected pupils and maintain records, which meet federal government auditing requirements pertaining to federal reimbursement.
4. Maintain records on scholastic achievement for all former pupils in the district and for preparing and issuing transcripts and other information upon request.
5. Work with Research and Evaluation on recommending school attendance zones for Board approval.
6. Enforce school attendance laws in collaboration with Area Assistant Superintendents and the ALPHA Team.
7. Investigate and identify possible violations of the Texas Compulsory attendance laws in collaboration with Area Assistant Superintendents and the ALPHA Team.
8. Perform other duties as assigned by supervisor.

Student Management

9. Process and record all pupil transfers in accordance with Board Policy and Administrative Regulation.
10. Approve tuition waivers and require tuition payment by a student to attend EPISD.

Policy, Reports and Law

11. Provide student information reports for state and federal agencies.
12. Collect data from each school, maintain records and prepare a monthly student discipline report.
13. Review discipline in accordance with Board Policy and Texas Education Code.

Budget and Inventory

14. Prepare the budget for Student & Parent Services based on identified needs and priorities of the district.

Personnel Management

- 15. Evaluate personnel directly assigned to Student & Parent Services.
- 16. Develop and maintain positive staff morale in Student & Parent Services.

Communication and Community Relations

- 17. Serve as the legally appointed attendance officer of EPISD.

Supervisory Responsibilities

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, 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.