



**Job Title: At Risk Administrator**

**Exemption Status: Exempt**

**Reports to: Principal**

**Date Revised: July 2021**

**Dept. /School: Assigned Campus**

**Pay Grade: 107**

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**Primary Purpose:**

To assist in working with at-risk students and groups and promote communication, understanding, and productive/positive relationships between identified students, parents, community members, and the campus or district.

**Qualifications:**

**Education/Certification:**

- Master's Degree in a related field
- Valid Texas Teacher certification
- Valid mid-management, principal, or another appropriate certificate
- Advanced Education Leadership (AEL) certification, Instructional Leadership Training (ILTa0, or Instructional Leadership Development (ILD)

**Experience:**

- Minimum of five (5) years of successful experience in public schools

**Special Knowledge/Skills:**

- Demonstrated problem-solving skills
- Ability to work cooperatively with all staff, students, parents, and the community

**Major Responsibilities and Duties:**

1. Assist in identifying students who may need to complete high school or be at risk.
2. Assist in developing and implementing programs, strategies, or approaches to help at-risk students complete high school.
3. Assist in working directly with students, parents, or family to help students stay in school and complete high school.
4. Assist with communications between parents and schools.
5. Assist by calling any campus to address language/interpreting needs.
6. Assist homebound students with language needs.
7. Assist the Student Services department in dealing with dropout/at-risk identification and prevention.
8. Assist campus professional staff with dropout/at-risk identification and prevention issues.
9. Assist community liaison staff in providing services to students, parents, or the community.
10. Observe employee performance, record observations, and conduct evaluation conferences as needed for the designated teacher appraisal system.
11. Perform all other duties as assigned.

**Supervisory Responsibilities:**

Supervise and evaluate the work of professional staff as assigned by the school principal.  
Direct the work of teachers and others as assigned.



**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment, including a personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work inside; regular exposure to noise

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_