



Job Title: Assistant Director of Student Services (Title I)

Exemption Status: Exempt

Reports To: Director of Student Services

Date Revised: May 2026

Dept./ School: Student Services

Pay Grade: 109

Primary Purpose:

Provide leadership and oversight of districtwide student safety and support systems, including investigations, discipline and behavior support, Behavior Threat Assessment (BTA), Title IX, bullying prevention, and grievance processes. This position will serve as the District Title IX Coordinator. Collaborate with district and campus leaders to ensure safe, equitable learning environments and consistent implementation of practices. Monitor compliance with federal, state, and local requirements, support data-driven decisions, and serve as a liaison to address complex student matters.

Qualifications:

Education/Certification

- Master's degree in a related area
- Title IX Coordinator Certification preferred
- Behavior Threat Assessment State Certification, preferred

Experience

- Minimum of five (5) years of district level experience
- Experience developing and implementing student safety and support systems at the campus or district level, including discipline, behavior supports, and Behavior Threat Assessment (BTA)

Special Knowledge/Skills

- Knowledge of educational law, school board policies, social services, and school district operations
- Strong organizational, communication, and interpersonal skills
- Ability to speak, read, and write Spanish
- Ability to read and interpret written policies
- Knowledge of student behavior and discipline systems aligned to PBIS, MTSS, and supports for diverse student populations.
- Experience with case management systems such as Review 360, Guardian and Sentinel
- Ability to assist the Executive Director in the district-wide Choice of School process
- Ability to collaborate with internal departments and external agencies, including law enforcement
- Ability to assist with budget and personnel management
- Ability to manage complex and sensitive student situations with professionalism and discretion



Major Responsibilities and Duties:

Instructional and Program Management

1. Collaborate with district and campus leadership to develop, implement, and continuously improve student management and safety systems, including discipline, Behavior Threat Assessment (BTA), Title IX, and bullying prevention.
2. Prepare and deliver presentations and reports for district leadership and the Board of Trustees on student discipline, safety trends, policy updates, and program outcomes.
3. of supportive measures.
4. Assist campuses in addressing complex and sensitive student situations, including threat-related incidents, Title IX concerns, and high-level discipline matters.
5. Monitor and support the implementation of student safety supports and interventions across campuses, ensuring consistency and compliance.
6. Assist campuses with Level I grievance processes and serve as a Level II Hearing Officer when assigned.
7. Coordinate districtwide student behavior procedures and discipline practices, ensuring alignment with PBIS, MTSS, and restorative approaches, including supports for non-traditional and overaged students.
8. Monitor and analyze discipline and threat assessment data to identify trends, inform decision-making, and revise practices, systems, and structures across campuses.
9. Provide leadership, guidance, and training to campus administrators and staff on student discipline, safety systems, threat assessment processes, and Title IX requirements.
10. Support implementation of Behavior Threat Assessment (BTA) processes, including guidance on protocols and use of systems such as Sentinel.
11. Support Title IX processes, including report intake, coordination, and implementation of supportive measures.

Administration

12. Oversee implementation of effective campus student management systems and processes related to DAEP and JJAEP hearings.
13. Analyze discipline data and monitor discipline trends and, with PEIMS, train campus administrators to ensure compliance with state and local requirements under Ch. 37.
14. Support sensitive student investigations
15. Conduct on-site visits with Campus Principals and staff to help increase the capacity of schools to:
 - a. Project a positive image of the school district's programs
 - b. Coordinate implementation of PBIS and Restorative Practices on campuses
 - c. Oversee the implementation of MTSS for behavior

Fiscal Management

16. Assist the Director of Student Services in developing the Student Services Budget.
17. Assist with the fiscal oversight of the student services budget, ensuring funds are managed effectively.

Policy, Reports, and Law

18. Ensure compliance with all timelines and procedures related to student discipline, grievance processes, Title IX, and Behavioral Threat Assessment (BTA) in accordance with board policy and legal requirements.



19. Assist in the preparation and coordination of district responses to state and federal complaints, including those submitted through TEA and OCR.
20. Maintain accurate and compliant documentation of at-risk, discipline, and student safety data within district systems.
21. Comply with all policies established by federal and state law, State Board of Education rules, and local board policy.

School/Community Relations

22. Articulate the District's mission and goals in discipline, attendance, and safety supports, and solicit community support in realizing the mission.
23. Demonstrate awareness of District/community needs and initiate activities to meet those identified needs.
24. Demonstrate appropriate, practical techniques for community and parent involvement.
25. Demonstrate conflict resolution skills with administrators, parents, teachers, staff, and the community. Provide two-way communication with principals, teachers, staff, parents, and the community.
26. Collaborate with GISD Security and local law enforcement
27. Confer with parents, students, central administration, campus administrators, district staff, and community members as needed.
28. Perform all other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate the performance of Coordinators, Case Managers, student services investigators, and paraprofessionals.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including computer and peripherals; standard instructional equipment

Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping

Motion: Moderate walking. Continual sitting and reaching; repetitive hand and arm motions

Lifting: Regular light lifting and carrying (less than 15 pounds); occasional moderate lifting and carrying

Environment: Work inside; may occasionally work outside (exposure to the sun, heat, cold, and inclement weather); exposure to noise

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

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 _____