

Job Title: Assistant Director of Student Services (Title I) Exemption Status: Exempt

Reports To: Director of Student Services Date Revised: May 2024

**Dept./ School:** Student Services **Pay Grade:** 109

### **Primary Purpose:**

Supervises and coordinates district student behavior procedures and FNG Grievance Procedures, including MTSS for behavior, discipline management, compliance, and Student Relations. Work directly with administrators and other staff on student behavior concerns to increase schools' capacity to provide a sustained, positive, preventative, and instructional approach to student behavior. Oversee student management operations for all middle and high school campuses, including all DAEP and JJAEP placements.

#### Qualifications:

#### **Education/Certification:**

- Master's degree in a related area
- Texas Principal Certification

### **Experience:**

- Minimum of three (3) years of experience as a teacher
- Minimum five (5) years of secondary campus assistant principal experience
- Minimum three (3) years of secondary principal experience

#### Special Knowledge/Skills:

- Knowledge of educational law, school board policies, social services, and school district operations
- Strong organizational, communication, and interpersonal skills
- Ability to read and interpret written policies
- Knowledge of the MTSS framework
- Knowledge of federal and state guidelines for At-Risk, Dropout, Attendance, and Student Discipline
- Ability to assist the Executive Director in the district-wide Choice of School process
- Ability to manage budget and personnel
- Strong communication, public relations, and interpersonal skills
- Speak, read, and write Spanish

### Major Responsibilities and Duties:

### **Instructional and Program Management:**

- Collaborate with district and campus leadership to develop a process to evaluate and review data regularly to revise behavior practices, systems, and structures for all schools in the district.
- Coordinate Student Management Behavior Procedures for District and Campuses, including options for non-traditional students and overaged students.
- 3. Provide leadership and training to district principals, teachers, and parents on



student discipline.

- 4. Assist campuses with Level I Grievances and serve as the Level II Hearing Officer when needed.
- 5. Take a leadership role in developing transition programs to support at-risk students, particularly those transitioning from middle school to high school.
- 6. Develop and deliver training programs for assistant principals, principals, and other campus leaders on best practices for proactively managing student behavior.
- 7. Monitor and collaborate with district and campus personnel on the practical implementation of safety supports related to student management.
- 8. Prepare clear and concise presentations to update the Board of Trustees on student code of conduct issues, policy changes, student data, and program outcomes.
- 9. Monitor and help address the impact of culture, race, ethnicity, socio-economic status, and other factors on student behavior and student outcomes.

#### Administration:

- 10. Oversee implementation of effective campus student management systems and processes related to DAEP and JJAEP hearings.
- 11. Monitor discipline trends and, with PEIMS, train campus administrators to ensure compliance with state and local requirements under Ch. 37.
- 12. 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:

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

## Policy, Reports, and Law:

- 15. Ensure compliance with all timelines and procedures set out in all Board policies concerning student/parent hearings/grievances.
- 16. Maintains accurate At-Risk and Discipline Management data in the student data system.
- 17. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

### School/Community Relations:

- 18. Articulate the District's mission and goals in discipline and attendance to the community and solicit community support in realizing the mission.
- 19. Demonstrate awareness of District/community needs and initiate activities to meet those identified needs.
- 20. Demonstrate appropriate, practical techniques for community and parent involvement.
- 21. Demonstrate conflict resolution skills with administrators, parents, teachers, staff, and the community.



- 22. Provide two-way communication with principals, teachers, staff, parents, and the community.
- 23. Confer with parents, students, central administration, campus administrators, district staff, and community members as needed.
- 24. Perform all other duties as assigned.

### **Supervisory Responsibilities:**

Supervise and evaluate the performance of Coordinators, Case Managers, and para-professionals

# 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 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	y Date
Received by	Date