



Job Title: Assistant Director of Student Services

Exemption Status/Test: Exempt/Executive*

Reports to: Executive Director of Student Services

Date Revised: July 2020

Dept. /School: Student Services and School Choice

Primary Purpose:

To effectively administer district enrollment of all students and the Provisional LPAC of students who speak languages other than English. To support the operation of the Student Services Clinic.

Qualifications:

Education/Certification:

- Master's degree
- Valid Texas teaching certificate with bilingual certification preferred
- Valid Texas administrative certificate
- Post master's study or earned doctorate, preferred

Experience:

- Minimum three (3) years of experience as a teacher
- Three to five (3-5) years' campus administrative experience
- Central office experience preferred
- Staff development, committee work, professional honors/activities experience preferred

Special Knowledge/Skills:

- Knowledge of federal and state ELL compliance and requirements
- Knowledge of federal and state guidelines for Pre-K enrollment
- Knowledge of federal and state guidelines for Migrant Education, McKinney-Vento, and Foster Care
- Knowledge of GISD Choice of School program
- Ability to organize and implement enrollment and initial LPAC centrally
- Ability to assist Executive Director in the district wide Choice of School process
- Ability to manage budget and personnel
- Strong communication, public relations, and interpersonal skills
- Ability to communicate effectively with ELL parents and students
- Speak, read, and write Spanish

Major Responsibilities and Duties:

Instructional and Program Management

1. Implement Enrollment procedures district-wide.
2. Coordinate with the Skyward team in Technology to support online enrollment and Choice of School.
3. Implement procedures and direct the process to identify ELL students.
4. Implement procedures and direct the process to identify Pre-Kindergarten students.
5. Assist in promoting community understanding of the district Choice of School program.
6. Assist in the organization and administration of the Choice of School Program.
7. Manage the flow of enrollment traffic in the Valle Student Services Center.
8. Support campus personnel in identifying ELL students and maintaining accurate ELL student data.

9. Manages the district wide Immigrant Support program.

Consultation

10. Provide resources and materials to campus staff for the enrollment of students.
11. Consult with Bilingual/ESL department administrators regarding LEP data and initial LPAC.
12. Communicate and train campus staff regarding initial LPAC.
13. Consult with the technology department to coordinate LEP data entry.

Budget and Inventory

14. Develop and maintain the Enrollment Center Budget.
15. Administer the Enrollment Center and clinic budgets, ensuring that funds are effectively managed.
16. Maintain initial LPAC testing materials inventory in coordination with the Bilingual/ESL department.

Policy, Reports and Law

17. Maintain accurate LEP/Bilingual data in the student data system.
18. Maintain accurate campus seat counts.
19. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
20. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

School/Community Relations:

21. Support the District's mission and goals in the area of enrollment within the community and solicit community support in realizing the mission.
22. Demonstrate awareness of District/Community needs and initiate activities to meet those identified needs.
23. Demonstrate the use of appropriate and effective techniques for community and parent involvement.

Supervisory Responsibilities:

24. Prepare, review and revise job descriptions in the Student Services department
25. Supervise and evaluate performance of Coordinators, nurses, social workers, and para-professionals
26. Other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors

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

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

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

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

Environment: Frequent prolonged and irregular hours; frequent districtwide travel; occasional statewide travel

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

To meet the executive exemption test, the primary duty must be management **and the employee must supervise at least two full-time employees.*

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