



**Job Title:** Executive Director of Student Services      **Exemption Status/Test:** Exempt/Executive\*  
**Reports to:** Assistant Superintendent Student Services      **Date Revised:** May 22, 2015  
**Dept. /School:** Student Services and School Choice

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**Primary Purpose:**

Manage and coordinate broad Student Services activities to ensure programs meet the needs of students and comply with all state, federal, and local requirements. Provide counsel and assistance to other executive staff members and other divisions of the district through own department.

**Qualifications:**

**Education/Certification:**

Master's degree  
Administrator's certificate

**Experience:**

Five (5) years campus or district leadership experience

**Special Knowledge/Skills:**

Demonstrated knowledge of health services, student support teams, and other district and community resources available to students.

Demonstrated knowledge of state regulations and requirements related to Section 504.

Demonstrated ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents.

Demonstrated strong interpersonal skills to develop collaborative relationships with district personnel and community agencies.

Demonstrated ability to define problems, collect data, establish facts, and draw valid conclusions.

**Major Responsibilities and Duties:**

**Instructional and Program Management**

1. Supports the mission, goals, and objectives of the District and the attainment of the campus performance objectives.
2. Ensures effective communication and collaboration with families, including support of District-wide parent advisory councils.
3. Supports systems and processes to facilitate the resolution of student and parent concerns.
4. Reviews and addresses discipline matters in accordance with Board Policy and Texas Education Code.
5. Processes and approves student transfers in accordance with Board Policy and administrative regulations.
6. Oversee all programs related to social work and clinic services.
7. Use the findings of research and district studies to improve the context, sequences, and outcomes of student services programs and lead in the development of innovative programs.

8. Manage, through assistant director – Section 504/Dyslexia/Behavior Rtl, programs related to At-Risk services, and services for students having difficulty in school and for whom other interventions have not been successful.
9. Maintain liaison with community mental health clinics, special schools, and other resources offering therapeutic services.
10. Prepares and issues transcripts and other information upon request.
11. Tracks, monitors, and maintains data for assigned activities; develops reports as needed.
12. Fosters interaction and coordination with departments, campuses, students, and parents.
13. Demonstrates a high level of independent, ethical, and professional conduct.
14. Uses effective communication, customer service, and conflict resolution skills.
15. Provides training of campus personnel regarding policies and procedures.
16. Develops and maintains positive staff morale.

**Fiscal Management**

17. Coordinate the development of the departmental budget.
18. Administer the department budget, ensuring that funds are effectively managed.

**Policy, Reports and Law**

19. Reviews and addresses discipline matters in accordance with Board Policy and Texas Education Code.
20. Supervise the maintenance of student records.
21. Analyze issues and recommend remediation as well as preventive measures concerning student records, enrollment procedure, boundaries and attendance policies with parents, students and administration.
22. Provide oral and written communication concerning historic data and attendance for the district.
23. Compile and maintain data related to schools of choice including, but not limited to, admissions, transfers, preferential assignments, hardship appeals, capacity, and utilization; prepare and submit required reports to district management, the Texas Educational Agency, or others.
24. Coordinate departmental operations with other school district operations.
25. Attend all court appearances on behalf of the district in regard to student records maintained by the department.
26. Keep abreast of policy and state requirements in regards to records management, student and enrollment guidelines.

**School/Community Relations:**

27. Through Student Relations administrators help campus and District personnel to prioritize and expeditiously address student and parent concerns.
28. Handle administrative issues and policies for schools of choice including, but not limited to, admissions, transportation, staffing, facilities, marketing preferential assignments, hardship appeals, capacity, and underutilization of existing schools and programs.
29. Demonstrate the use of appropriate and effective techniques for community and parent involvement.

**Supervisory Responsibilities:**

Directly or indirectly supervises all Student Services and School Choice Staff

**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

**Terms of Employment:** 226 days; salary to be established by the Board of Trustees

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

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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.