



**Job Title:** Student Relations Administrator      **Exemption Status/Test:** Exempt

**Reports to:** Director of Student Services      **Date Revised:** October 2015

**Dept. /School:** Student Services and School Choice

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**Primary Purpose:**

The goal of the Student Relations Administrator is to ensure that the GISD Student Code of Conduct and Campus Discipline Plans assist students in developing their skills to full potential; to address and assist schools with parent complaints in a professional and non-threatening way.

**Qualifications:**

**Education/Certification:**

Valid Texas Teacher Certification  
Master's Degree  
Mid-Management Administration certification

**Experience:**

Minimum of three (3) years of experience as a teacher  
Three to five (3-5) years of campus administrative experience

**Special Knowledge/Skills:**

Ability to interpret policy, procedures and data  
Strong communication, public relations and interpersonal skills  
Thorough knowledge of hearing and appeals process  
Ability to manage budget and personnel

**Major Responsibilities and Duties:**

**Student Management**

1. Conduct investigations regarding Parent/Student complaints and concerns – Level II Grievances.
2. Facilitate Level II Hearings on the district's behalf.
3. Monitor and manage the Review 360 Student Management System district-wide.
4. Provide campus support in the following areas:
  - a. Student Code of Conduct & Student Handbook violations
  - b. Professional Development for the Review 360 Discipline Management System
  - c. Behavior Response to Intervention
  - d. Discipline management techniques
  - e. Bullying allegations and procedures
  - f. District Alternative Education Program (DAEP) placements
5. Confer with parents, students, central administrations, campus administrators, district staff, and community members as needed.

**Organizational Climate**

6. Encourage and recognize excellence/improvement in student behavior and discipline at schools.

7. Relate to staff, students, and parents in ways that convey mutual respect, concern and high expectations.
8. Conduct on-site support visits with Campus Principals and staff.
9. Project a positive image of the school district's programs.

#### **Organizational Improvement**

10. Serve as a resource person for district personnel and the community.
11. Provide technical assistance to Campus Principals so overall campus performance is improved.

#### **Personnel Supervision**

12. Share input and documented information with Area Directors that impact the evaluation of Campus Principals (applicable Domains that address parent communication, student behavior, discipline, and school climate).
13. Resolve conflicts effectively and work in harmony with others.

#### **Administration and Fiscal/Facilities Management**

14. Supports and follow local, state, and federal rules and policies.
15. Implement appropriate school district policies and procedures for the campuses.
16. Coordinate the district management plan in conjunction with the Curriculum Instruction & Assessment Department and Technology Department.
17. Write and revise appropriate forms and booklets.
18. Promote environment for proper storage, collection, preservation, and dissemination of student discipline records.

#### **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, and 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

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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.