

JOB TITLE
ASSISTANT DIRECTOR
STUDENT SERVICES

DIVISION
ADMINISTRATION

REPORTS TO
EXECUTIVE DIRECTOR STUDENT
ASSIGNMENT, HEALTH AND SAFETY

SALARY SCHEDULE & GRADE
IV, GRADE 9

LENGTH OF WORK YEAR
260 DAYS

DATE
DECEMBER 13, 2010

SCOPE OF RESPONSIBILITIES

Implements and monitors the student transfer process. Prepares reports and provides communications regarding all aspects of the student transfer process.

PERFORMANCE RESPONSIBILITIES

1. Supervises the submission and approval of transfer applications and the assignment of students to school via the transfer process.
2. Develops the timeline for the transfer process and monitors the effective implementation of the timeline.
3. Coordinates the publication and dissemination of transfer applications.
4. Collaborates with district and school staff so that the transfer process ensures that schools comply with racial guidelines.
5. Maintains a data base and prepares reports regarding all aspects of the transfer process.
6. Serves as a cluster facilitator for the elementary student assignment process.
7. Coordinates the scheduling of students to STOP sites.
8. Collaborates with district staff for monitoring and evaluating the STOP sites and reports findings.
9. Makes school assignments of students who exit programs in alternative schools.
10. Collaborates with district and school staff in the school assignment of students who are involved in crisis situations.
11. Performs other duties as assigned by the Executive Director Student Assignment, Health and Safety.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Master's degree with Kentucky certification in Administration and Supervision or Director Pupil Personnel
2. Successful administrative experience in pupil personnel services, the local school or central office
3. Demonstrated ability to communicate positively with diverse groups
4. Working knowledge of ECE procedures

DESIRABLE QUALIFICATIONS

1. Leadership experience in shared management activities
2. Sensitivity to minority student issues

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