

JOB TITLE
EXECUTIVE DIRECTOR
STUDENT ASSIGNMENT,
HEALTH AND SAFETY

DIVISION
ADMINISTRATION

REPORTS TO
SUPERINTENDENT

SALARY SCHEDULE & GRADE
I I/IV, GRADE 16

LENGTH OF WORK YEAR
260 DAYS

DATE
DECEMBER 13, 2010

SCOPE OF RESPONSIBILITIES

Provides leadership for the development and implementation of the District's student assignment plan ensuring that it supports the values of diversity and integrated schools that enhance student learning. Administers the health and safety programs including pupil personnel and drug-free schools. Provides on-going assessment of the effectiveness of the department using research and demographic data from a variety of sources. Ensures compliance with federal program guidelines and provides coordination between these programs and the district's mission and goals.

PERFORMANCE RESPONSIBILITIES

1. Provides direction and coordination for the development and implementation of a student assignment plan that furthers the important work of bringing together students of different racial, ethnic, and economic backgrounds.
2. Ensures that the student assignment plan continues to enhance the quality of every district school.
3. Provides for regular monitoring and periodic reports to the Board and community regarding progress in implementing the student assignment plan.
4. Ensures the student assignment plan continues to provide choice of schools including magnet programs while offering coordination of school support services among cluster schools.
5. Monitors effectiveness of school diversity by analyzing each school's attendance area using demographics that research has shown have an impact on student success in school.
6. Establishes a leadership network of teachers, principals, and district staff to support and sustain a diverse student population in every school.
7. Identifies, coordinates, and monitors opportunities for collaboration of department staff with institutions of higher learning, community organizations, and national networks.
8. Identifies grant opportunities, develops proposals, monitors implementation efforts, and provides budget oversight for all programs within the department.
9. Oversees state and federal programs that support, enhance and extend teaching, learning, and student services.
10. Directs the activities of Student Relations and Safety
11. Performs other duties as assigned by Superintendent.

PHYSICAL DEMANDS

The work is performed while standing or walking. 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, crawling, climbing, reaching, with the ability to lift, carry, push, or pull light weights.

MINIMUM QUALIFICATIONS

1. Master's Degree
2. Five (5) years successful experience in management and/or administration
3. Successful leadership experience

DESIRABLE QUALIFICATIONS

1. Doctorate Degree
2. Certificate in Administration and/or Supervision
3. A minimum of five (5) years teaching experience

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