



# Longview Independent School District

## JOB DESCRIPTION

# ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE AND PUPIL SERVICES

<b>JOB TITLE:</b>	Assistant Superintendent for Pupil Services	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Deputy Superintendent, District Services	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Administrative/ Pupil Services	<b>PAY GRADE:</b>	Administrative 8

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### PRIMARY PURPOSE:

The Assistant Superintendent for Administrative and Pupil Services provides leadership, technical expertise, and deliverables across a broad array of district functions and responsibilities.

### QUALIFICATIONS:

#### Education/Certification:

Masters degree in Educational Administration from an accredited college or university  
Ph.D. or Ed. D. preferred in Educational Administration or Educational Policy

#### Special Knowledge and Skills:

- Extensive knowledge of policy, compliance/legal issues, and PEIMS
- Extensive knowledge of project development, management, and evaluation
- Knowledge and experience in student services, discipline, and crisis management
- Exemplary skills in developing and writing grant proposals
- Extensive knowledge and skills related to collaboration with outside governmental entities, agencies, and organizations
- Mediation skills

#### Experience:

Five years administrative experience

Extensive experience in educational research



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### MAJOR RESPONSIBILITIES AND DUTIES:

1. Direct the policy process for the district; maintain official historical and current district policy manuals; develop and revise policies as necessary; represent the district as policy contact with the Texas Association of School Boards; chair the Policy Review Committee; and distribute policies and/or regulations as needed
2. Direct the preparation of reports to the Office of Civil Rights, Department of Justice, and the Texas Education Agency
3. Direct the preparation of federal, state, local, and foundation grant applications as directed by the superintendent, including developing, writing, and submitting proposals; facilitating involvement of appropriate district and/or campus personnel; completing negotiations with grantors as primary contact; conducting initial project activities prior to assignment of project director; and, when directed by the superintendent, serve as project director responsible for implementation
4. Direct district-level program evaluation for identified programs and services
5. Evaluate and approve outside requests to conduct research in the district
6. Assist in the accreditation processes of the district
7. Direct the preparation and submission of state waiver requests
8. Represent the district as its Public Information Official; direct the preparation of records responsive to requests from the public, parents, and via subpoena; and keep informed of and comply with all provisions related to the Texas Public Information Act and FERPA
9. Serve as the Title IX Coordinator for the district; provide sexual harassment training for bus drivers, school nurses, and new personnel
10. Provide leadership for and coordination of district initiatives as directed
11. Supervise and monitor PEIMS reporting and other information services; supervise and monitor data quality systems to ensure compliance with state and federal mandates
12. Direct and perform functions related to attendance zoning processes, including chairing community committees, mapping and geocoding, projections and other demographer functions



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

13. Coordinate and direct the district's Safe and Drug Free Schools/Title IV Grant program
14. Supervise and monitor the district's security program, including budget oversight, payroll activities, SRO program, contract negotiations with the City of Longview, and assignment of security personnel to campuses
15. Direct the district's Emergency Operations Planning/Safety programs; coordinate district response with local authorities; represent the district in the area's Emergency Operations Center; and participate in East Texas disaster district emergency preparedness training, planning, and simulations
16. Direct and monitor the district health personnel and services, including supervision of the district's lead nurse; coordination of pandemic planning; and collaboration with county health officials and the district's medical advisor
17. Serve as Level II / Level III hearing officer for parent/student complaints
18. Supervise and monitor the pupil attendance and accounting operation
19. Supervise and monitor services to homeless students
20. Direct the processing of out-of-district and in-district student transfer applications
21. Direct the district's discipline program, including the updating of the Student Code of Conduct and the Student Handbook
22. Serve as the district hearing officer in all discipline and discipline-related cases, i.e., expulsion hearings
23. Act as liaison between district and the community and participate actively in community organizations and activities
24. Serve as a "customer-relations" agent in offering an open-door policy to parents, students, and staff members
25. Prepare special reports for the superintendent and board as directed
26. Keep informed of and comply with all state and district regulations and policies



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

27. Maintain knowledge of the district's curriculum and instructional program, as well as school campus programs
28. Continue professional growth by attending regional, state, and national administrative and school board conferences as directed by the superintendent
29. Supervise and evaluate performances of the following personnel:
  - a) Supervise, Administrative and Pupil Services
  - b) Director of Information Services
  - c) Secretary to the Assistant Superintendent for Administrative and Pupil Services
30. Comply with district policies, as well as state and federal laws and regulations
31. Adhere to the district's safety policies and procedures
32. Maintain confidentiality in the conduct of district business
33. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
34. Demonstrate regular and prompt attendance
35. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

Designated professional and paraprofessional employees

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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### WORKING CONDITIONS:

#### Mental Demands:

Extensive technical reading; ability to analyze, evaluate, synthesize, and apply information and concepts; exemplary writing skills and ability to communicate effectively (verbal and written); ability to maintain emotional control under stress; ability to conceptualize and create new initiatives; ability to interpret policy, procedures, and data; ability to multitask across unrelated job functions; ability to work with minimal supervision; ability to supervise others; **maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data**

#### Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

### EVALUATION:

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED: July, 2009