

**Job Title:** ADMINISTRATIVE DIRECTOR  
**Reports to:** Superintendent of Schools  
**Dept./School:** Executive Office  
**Wage/Hour Status:** Exempt  
**Date Revised:** March 28, 2022

### **Primary Purpose**

The Administrative Director is a Cabinet-level position who serves under the general direction of the Superintendent. The Administrative Director provides operational assistance by managing special projects and leading key initiatives by resolving complex issues that require executive leadership and direction, by supporting the deliverables of the Superintendent's Cabinet Team and by ensuring that expectations and deadlines are clearly communicated to staff. The Administrative Director supports the Superintendent by serving as the executive liaison to the Board of Trustees by facilitating the Board's policy development and offering policy interpretation and advice; and by preparing/contributing to reports, briefings, presentations and responses on Board goals and specific issues; and facilitating special committees created by the Board. The Administrative Director represents the District and Superintendent at public events and in various capacities with government and community organizations; facilitates communication with all stakeholders; and ensures that the Superintendent's office is responsive to the needs of the Board, staff and community with particular attention to supporting equity and diversity. The Administrative Director also provides oversight of the District's communication, comprehensive guidance counseling, and coordinated health services for students.

## **QUALIFICATIONS**

### **Education/Certification**

Master's degree  
Texas Principal or other appropriate Texas certificate  
Certified appraiser

### **Special Knowledge/Skills**

Extensive knowledge of Board policy, compliance/legal issues  
Extensive knowledge of district-level organization and operations  
Extensive knowledge and skills related to collaboration with outside governmental entities, agencies and organizations  
Knowledge and experience in student services and discipline  
Extensive knowledge in developing and writing District-level communiques, publications, presentations and reports  
Extensive knowledge in developing and writing federal, state and foundation grant proposals  
Mediation skills

### **Experience**

Five years' leadership experience in School Administration  
Campus Leadership experience

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Administration**

1. Provide general professional support and operational assistance to the Superintendent including managing special projects and leading key initiatives, by resolving complex issues that require executive leadership and direction, and by supporting the deliverables of the Superintendent's Cabinet.
2. Serve as a key strategic planner, ensuring that- expectations and deadlines are clearly communicated throughout the organization and that issues that need the Superintendent's or Cabinet's attention, are dealt with in a timely manner (To Do Lists, Master District Deadline Matrix and Principal's Matrix).
3. Collaborate with the Superintendent, Cabinet, and members of the Superintendent's Leadership Team in strategic planning and the development of models and deployment of strategies designed to support district staff, school based leaders, professional educators, and students.

4. Assist the Superintendent with preparing/contributing to reports, briefings, presentations and responses to the Board on specific goals and issues.
5. Serve as the District's Policy Contact and oversees the maintenance and update of Legal, Local and Administrative policies.
6. Serve as the liaison and contact between the Superintendent and internal/external stakeholders and leadership teams to gain diverse perspectives in the development and support of District initiatives and priorities (Strategic Planning Committees, Citizen's Committees, Teacher and Student Advisory groups, etc.)
7. Assist in the preparation of board agendas, structure of board meetings, accuracy of board minutes, and gathering of and disseminating of information for the Board on behalf of the Superintendent.

### **School and Community Relations**

8. Articulate the District's Vision and Goals to internal/external stakeholders and leadership teams, and assists in interpreting and soliciting support and feedback of District programs, policies and philosophy in realizing the School Board of Trustees goals.
9. Assist the Superintendent with developing and publicizing press releases, notices, reports, presentations, and briefings related to the vision, mission, and goals of the District.
10. Represent the District and Superintendent at public events and in various capacities with government and community organizations as assigned.
11. Respond to parent and community-level inquiries, concerns, and complaints regarding issues, programs, policies, and procedures as assigned.
12. Respond to inquiries, concerns, and complaints regarding issues, programs, policies, and procedures as assigned.

### **Student Services**

13. Represents the District as the Custodian of Student Records; 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
14. Ensures annual review of the Student Code of Conduct and student handbook; and board adoption of the SCOC.
15. Assist campus administrators with fair and consistent administration of discipline policies and discretionary disciplinary alternative education program (DAEP) placements.
16. Address parent concerns related to discipline and campus administrative decisions. Serve as the Level II hearing officer for Student, Parent or Community grievances.
17. Provide oversight to the District's school health services, including supervision of the School Health Services Coordinator; coordination and collaboration with community health officials and service providers; and coordination of training for school nurses, and required annual reporting to the Department of State Health Services and Texas Education Agency.
18. Provide oversight to the District's guidance and counseling counselors, coordination and collaboration with Education Region Service Center support specialists and community mental health service providers (e.g., TCHAT, BCFS, etc.); coordination of training of school counselors, and reporting to the Texas Education Agency.

## **Grant Assistance**

19. Conduct research on potential grant opportunities for the District. (e.g. TEA, Federal, DoDEA)
20. Identify and present grant concepts and funding proposals to the Superintendent which would support and enhance current funding sources.
21. Collaborate and provide technical assistance to Cabinet and/or district personnel for the purpose of preparing, reviewing, and submitting a District-level grant.
22. Maintain master files on district level grants.

## **Policy, Compliance Reports, and Law**

23. Coordinate the development and adoption of board policy and administrative regulations as needed.
24. Serve as a resource for questions regarding interpretation and/or implementation of board policy and administrative regulations.
25. Work with the Superintendent and the Board to prepare agendas and structure Board-appointed Committee (Board Policy Review Committee, Safety and Security Committee, School Health Advisory (SHAC), and Strategic Planning) Meetings.
26. Coordinate postings of all proposed and adopted board policies and administrative regulations are updated on the school district's website.
27. Assists the Superintendent with completing and submitting compliance reports and surveys on behalf of the District as required by law (e.g., Eminent Domain, Texas School Safety Audit Report, TEA Reports, DSHS Annual Reports)
28. Assist the Superintendent with maintaining the Superintendent's evaluation calendar, dashboard, and appraisal instrument.
29. Assist the Superintendent and school board with organizing school board member orientation, annual training opportunities, and completing reporting requirements as required by law.
30. Maintain and update the School Board Handbook as needed.
31. Serve as the District's Title IX Coordinator.
32. Serve as the District's Election Coordinator.
33. Complies with policies established by federal and state laws, State Board of Education rule, and local board policy.

## **Other**

34. Maintain confidentiality and discretion with sensitive issues and information.
35. Perform other duties as assigned by the Superintendent.

**Supervisory Responsibilities**

The Administrative Director directly supervises evaluates the Director of Technology Integration and Communication Services and the Health Services Coordinator; and provides oversight to all school counselors.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Frequent district and statewide travel; frequent prolonged and irregular hours.

\*\*\*\*\*

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_