

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Director of Student Outreach Intervention

Job Description

May 2017

Reports to: Deputy Superintendent for Support Services

Term: 226 Days

Status: Exempt

Primary Purpose:

Directs the operations of the student services department. Works with school personnel, students and parents to resolve attendance, transfer, academic performance, discipline, residency, and other concerns. Analyzes student discipline data and develops campus discipline improvement plans.

Qualifications:

Education/Certification

- Master's degree in Educational Administration or related educational field, required
- Certified Texas Teacher Evaluation Support System (TTESS) appraiser, required

Special Knowledge/Skills

- In-depth understanding of all facets of school district operations
- Ability to evaluate State and federal directives to recommend appropriate actions to be taken by the District
- Ability to communicate District issues and negotiate proposed solutions to State and federal education agencies
- Experience in preparing and managing budgets and personnel
- Strong communication, public relations, and interpersonal skills
- Ability to function as a member of a high-performing team

Experience

- Minimum of three years of successful teaching experience required. Teaching experience at multiple levels preferred.
- Minimum of two years of successful experience in campus or district leadership positions required. Experience in multiple departments of school operations preferred.
- Experience as a campus principal or campus assistant principal preferred.

Major Responsibilities and Duties:

Administrative Management

1. Overseas the development of the District Code of Conduct and campus handbooks.

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2. Works with the Executive Director of Support Services to resolve grievances between parents and campus personnel regarding attendance, transfers, academic performance, discipline, residency and other concerns through the processes supported by District policies FNG and GF.
3. Works with campus administrators to develop comprehensive campus discipline plans that support student success.
4. Serve as a resource for campus personnel and provide classroom management guidance as need and/or requested.
5. Assist in establishing safe and secure classrooms and campus environments by analyzing student discipline data and monitoring campus discipline improvement plans.

Budget

1. Develops and administers budgets as required.

Personnel Management

1. Evaluates job performance of personnel as required.
2. Assists with the recruitment, retention, and assignment of campus and central personnel as required.
3. Provides direct supervision and formative/summative appraisal for personnel under this job authority.
4. Serves as a second appraiser upon request.
5. Assists with the recruitment, selection, and retention of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

Organizational Culture

1. Communicates openly with all patrons, students, and employees of the District.
2. Works with and for others to create a culture that supports risk-taking and that provides protection from adverse consequences.
3. Assists principals and other administrators in their efforts to run efficient and effective schools by serving as a resource person and problem-solver.

Professional Growth and Development

1. Seeks opportunities for personal professional growth that align with the District's beliefs, vision, and mission and assigned job function.
2. Provides counsel to Executive Director of Support Services and other central office educators in the design and delivery of professional learning opportunities for District faculty and staff based on identified needs.

Other Duties

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1. Participates fully in the development and implementation of the District's efforts to design a student-centered directional system.
2. Attends and is visible at campus, District, and community functions to support the efforts of students, staff, and patrons.
3. Attends all meetings of the Texas City ISD Board of Trustees.
4. Serves as an administrator for the District's Limited Open Enrollment (LOE) and Employee Transfer programs.
5. Performs other duties as assigned by the Executive Director for Support Services.
6. Works with district and countywide alternative placement programs.

Working Conditions:

Mental Demands

Effective communication (both oral and written); ability to interpret policy, procedures and data; coordinate District functions; ability to function in stressful situations.

Physical Demands/Environmental Factors

Frequent District-wide travel; some regional and State-wide travel; occasional 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.

Approved by _____

Date _____

Reviewed by _____

Date _____