

## **Killeen Independent School District Job Description**

**Job Title:** Executive Director for Student Services  
**Reports To:** Deputy Superintendent  
**FLSA Status:** Exempt

### **SUMMARY**

Provides leadership in the development, implementation, and coordination of the district's special programs: Attendance, District Summer Enrollment, Fine Arts, Health Services, Student Code of Conduct, Student Disciplinary Appeals, Student Hearings, Student Transfers and Transportation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Oversees attendance, district summer enrollment, fine arts, health services, student code of conduct, student disciplinary appeals, student hearings, student transfers and transportation.

Guides the development and implementation of special programs.

Provides leadership for the appropriate inclusion of current programmatic developments into the district's special programs.

Coordinates with the Superintendent, Deputy Superintendent and Assistant Superintendents in the implementation and evaluation of professional learning programs for district personnel.

Provides for special program compliance with state and federal statutes/regulations.

Provides for the evaluation of special programs and the use of resulting information in making recommendations regarding special program implementation.

Assists the Executive Directors and building principals with the improvement of individual staff competencies and skills.

Assists with specifications and budget preparation for instructional supplies, equipment, and materials (as appropriate).

Communicates the district's vision for special programs to district staff and the public.

Maintains liaison and active participation with educational leaders in special programs at the state, regional, and national levels.

Provides for special program support to campuses on an ongoing basis.

Interprets and communicates special program information to the board, the administration, the staff and the general public.

Provides budgetary oversight for special programs.

Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Provides supervision to the following programs: attendance, district summer enrollment, fine arts, health services, student code of conduct, student disciplinary appeals, student hearings, student transfers and transportation. Carries out supervisory responsibilities for aforementioned positions to include, but not be limited to: addressing complaints and resolving problems, rewarding and disciplining employees, planning/assigning/scheduling work, interviewing, making recommendations for hiring, and employee training.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION and/or EXPERIENCE**

Master's degree and four years school administrator experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Principal Certificate.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

## **WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**Revised Date:** October 30, 2018

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.