



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Assistant Superintendent for Administrative Services

Salary Block: 109

Reports To: Deputy Superintendent of Operations, Finance, Administrative Services, and Technology

Terms of Employment: 226 Days

Exemption Status: Exempt

Primary Purpose:

The primary duties of this employee are to make sure that all areas and departments, under administrative services, are running effectively and efficiently and providing the district with the highest customer service possible.

Qualifications:

Education/Certification:

- Master's Degree
- Mid-Management Certification or Principal Certificate (PK/EC-12) or Principal as Instructional Leader (Preferred)
- Texas Teacher Evaluation and Support System Certification (T-TESS) (Preferred)
- AEL or ILD Certificate
- Superintendent's Certificate (preferred)
- Valid Driver's License

Experience:

- Five (5) years of administrative experience

Major Responsibilities and Duties:

Instructional Management:

1. Coordinates the development of plans to deal with "at-risk" students and manages the implementation of intervention programs

School/Organizational Climate:

2. Oversees student services to include health care, attendance, Safe and Drug Free School Program, and Crime and Drug Prevention
3. Oversees the district's Department of Transportation
4. Serves as chairperson for the District's DAEP Appeals Committee
5. Oversees the Department of Community Services
6. Oversees the district's Emergency Operations Plan (EOP)
7. Oversees the district's ESSER Director of Student Management and Pupil Services
8. Oversees the district's Pupil Services, Counseling, and Fine Arts

ADOPTED: 9-2-86

AMENDED: 4-19-88, 5-16-89, 10-8-91, 1-12-93, 1-28-02, 8-27-04, 9-14-04, 2-16-06, 2-17-06, 2-22-06, 2-23-06, 2-28-06, 8-17-15, 9-1-15, 10-5-16, 10-23-17, 8-4-21, 5-5-2022, 6-6-2022, 8-1-2022

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School/Organizational Improvement:

9. Contributes to the recommendation of sound policies directed toward improvement
10. Focuses one's area of responsibility towards accomplishing the district's mission and goals
11. Works with staff and community in developing a database on needs and resources
12. Supervises and monitors the district's inter district and intra district transfers, tuition transfers, and overflow recommendations

Personnel Management:

13. Provides administrative approval/disapproval for out-of-district travel requests and budget amendments
14. Encourages personal and professional growth and leadership among staff through jointly developed growth plans

Administration and Fiscal/Facilities Management:

15. Maintains an up-to-date demographic database to provide recommendations concerning the attendance zones and students population projection
16. Serves as contact person for class loads-student overflow assignments.
17. Coordinates the district's long range planning efforts
18. Interfaces appropriate departments in the development and modifications of the district's five-year facilities plan
19. Conducts ongoing evaluation of the department's needs and prepares an annual budget based upon these needs and the priorities of the district

Student Management:

20. Ensures that the standards developed for the student management system and expected student behavior is maintained within the resources of the district
21. Coordinates and administers the District Discipline Management Program, District Crime and Drug Prevention Program, and Safety Procedures
22. Assists in establishing, implementing, and coordinating an effective system of pupil registration and attendance accounting
23. Supports and encourages the implementation of plans for improved student behavior which reflect enhanced opportunities for learning

School/Community Relations:

24. Seeks community support for bond issues, tax issues, and other referents that support the district's goals and objectives
25. Builds and maintains coalitions among respective community groups in support of the district's goals and objectives
26. Emphasizes and nurtures two-way communication between the school and the community
27. Serves as the district's liaison with city, county, and state governments as well as other appropriate agencies.
28. Assists the Superintendent with District correspondence to parents, Board, and community.
29. Communicates with the District's attorney on matters in litigation and coordinates the communication to appropriate staff
30. Serves as the Superintendent's representative to school, Board, and community groups assigned.
31. Serves together with the Chief Communications Officer as a liaison for the Foundation for Excellence in Education

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Professional Growth and Development:

- 32. Develops, uses, and evaluates ideas and/or innovative approaches to improve his/her job performance
- 33. Involves oneself actively in professional associations and makes professional presentations at conferences
- 34. Upholds and adheres to safety rules and policies of the SISD safety program
- 35. Supports the goals and objectives of the school district and follows all district policies
- 36. Demonstrates a high level of independent, ethical, and professional conduct
- 37. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations
- 38. Performs any other duties as assigned by the appropriate supervisor
- 39. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading: Ability to communicate effectively (verbal and written); interpret policy, procedures and data; coordinate district functions; maintain emotional control under stress.

Physical Demands/Environmental Factors: Occasional prolonged and irregular hours.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief Human Resources Officer at: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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