JOB TITLE:	DIRECTOR STUDENT ASSIGNMENT
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	Exempt
JOB CLASS CODE:	8443
BARGAINING UNIT:	CLAS

NEW: 06/01/2022

Submitted: 07/01/2022

SCOPE OF RESPONSIBILITIES
Assumes responsibility for all aspects of student assignment plans; implements and monitors student assignment procedures; maintains contact with other departments on matters involving student assignment, such as Information Technology, Transportation, and Exceptional Child Education/English as a Second Language student placement. Provides on-going assessment of the effectiveness of the student assignment plan using research and demographic data from a variety of sources. Ensures compliance with Board policy on student assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides direction and coordination for the development and implementation of a student assignment plan that supports the values of diversity and integrated schools
Selects, reviews, collects, reports and maintains information and data relating to student assignment to ensure systemic and standardized processes
Provides for regular monitoring and periodic reports to the Board and community regarding progress in implementing the student assignment plan
Ensures the student assignment plan continues to provide choice of schools while offering coordination of school support services among cluster schools
Monitors effectiveness of school diversity of analyzing each school's attendance area using demographics that research has shown have an impact on student success in school
Works with other department throughout the District to achieve goals of student assignment
Supervises the logistics of the student assignment process, including registration, application, assignment, and transfer procedures
Develops, adjusts, and monitors timelines for the implementation of all components of the District's student assignment plan
Completes all trainings and other compliance requirements as assigned by the designated deadline
Evaluates staff as assigned
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree
Three (3) years successful experience in area of assignment
Demonstrated ability to communicate positively with diverse groups
Successful administrative experience in logistics and/or quality management procedures

Effective communication skills

DESIRABLE QUALIFICATIONS
Kentucky Professional Certification in Administration and/or Supervision
Experience in a diverse workplace