JOB TITLE: ASSISTANT DIRECTOR STUDENT ASSIGNMENT
DIVISION: ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE: II, GRADE 11
WORK YEAR: AS APPROVED BY THE BOARD
FLSA STATUS: Exempt
JOB CLASS CODE: 2722
BARGAINING UNIT: CLAS

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.

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

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<th>DESIRABLE QUALIFICATIONS</th>
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<td>Kentucky Professional Certification in Administration and/or Supervision</td>
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<td>Experience in a diverse workplace</td>
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