



REVISED: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	ASSISTANT DIRECTOR STUDENT RELATIONS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4106
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of an organizational unit or program. Plans, organizes, and implements activities which typically affect an entire department or major activity; maintains contact with other units, departments, and outside the District on matters involving corrections, adjustments or problem resolutions.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and provides direction to implement goals, objectives, and functions of the office of student relations
Initiates policy, formulates, and recommends student relation goals and objectives as appropriate
Develops the operating budget for the office of student relations and assures that all functions operate within the appropriate amounts
Prepares required and special reports as requested
Provides effective leadership to implement the placement of students in Behavior Support and Choice Schools and works to coordinate the decisions made by ARC for students protected under IDEA
Cooperates with Principals and/or other organizational units to implement common goals and objectives
Assures compliance with federal, state, and District policy, administrative procedures, and negotiated agreements as applicable to assignment
Assures effective implementation of District goals and objectives where applicable
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### 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, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

Master's Degree
Three (3) years of successful teaching experience
Kentucky Administrator Certification (Principal Certification)
Successful leadership experience
Effective communication skills

#### DESIRABLE QUALIFICATIONS

Experience in a diverse workplace
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