



REVISED:
07/01/2012

JOB TITLE:	ASSISTANT DIRECTOR STUDENT SERVICES
DIVISION	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4110
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Implements and monitors the student transfer process. Prepares reports and provides communications regarding all aspects of the student transfer process.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises the submission and approval of transfer applications and the assignment of students to school via the transfer process

Develops the timeline for the transfer process and monitors the effective implementation of the timeline

Coordinates the publication and dissemination of transfer applications

Collaborates with district and school staff so that the transfer process ensures that schools comply with diversity guidelines

Prepares reports regarding all aspects of the transfer process

Manages the on-line transfer application database

Manages the transfer appeal process

Assists the Director Student Assignment with assignment procedures throughout the school year

Collaborates with district and school staff in the school assignment of students who are involved in crisis situations

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 with Kentucky certification in Administration and Supervision or Director Pupil Personnel

Successful administrative experience in pupil personnel services, the local school or central office

Demonstrated ability to communicate positively with diverse groups

Working knowledge of ECE procedures

Effective communication skills

DESIRABLE QUALIFICATIONS

Leadership experience in shared management activities

Sensitivity to minority student issues