

TITLE: Assistant Director, Student Assignment

- QUALIFICATIONS:**
1. Master's Degree or higher with emphasis in educational leadership.
 2. Demonstrated experience in communicating with the public.
 3. Strong oral and written communication skills.
 4. Experienced with industry-standard computer applications.
 5. Minimum five years successful experience in public education, preferably within the District.
 6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director, Student Assignment

JOB GOAL: Supports leadership to plan, analyze, supervise and implement the School Choice student assignment system to assist the District in maintaining Unitary Status; communicates the District's student assignment process to the general public and supports leadership to special interest groups; and monitors and facilitates the School Choice school selection and student assignment process to assure full and active parent participation in the process.

ESSENTIAL FUNCTIONS:

- * 1. Coordinates and supervises staff in the Parent Information Center to ensure customer-focused, consistent implementation of the District's student assignment process in the absence of, or the direction of, the Director.
- * 2. Develops written communication materials to support the District's school selection and student assignment system.
- * 3. Develops comprehensive knowledge of Lee County Schools to ensure full and accurate descriptions of available programs are communicated to staff and parents.
- * 4. Organizes and oversees training and support of staff regarding policies affecting student assignment.
- * 5. Organizes and oversees outreach centers to ensure active and equitable parent participation in the process.
- 6. Completes administrative assignments as requested by the Director to support the overall administration of the department.
- 7. Works with the Director in staff development of all school-based data processors/registrars and other school-based staff, as appropriate.
- 8. Ensures adherence to good safety procedures.

*Core Measures

OTHER RESPONSIBILITIES:

Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)

PHYSICAL REQUIREMENTS:

This position requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.

TERMS OF EMPLOYMENT:

Twelve-month year. Salary as established by the Board.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of administrative personnel.

Adopted: 06-05-01