



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: P0608172

JOB ANNOUNCEMENT

ASSISTANT DIRECTOR

Pupil Personnel Department

Closing Date: July 16, 2008

JOB DESCRIPTION

The Assistant Director, under the supervision of the Director of Pupil Personnel, assist and provide leadership and expertise for an effective student attendance program, student discipline program and student transfer program.

EDUCATIONAL QUALIFICATIONS AND PREREQUISITES

- Master's Degree
- Minimum 2 years secondary campus level administrative experience
- Minimum of 2 years experience as a Hearing Officer
- Knowledge of Federal, State and Local Laws pertaining to student attendance, truancy and discipline
- Knowledge of District Board Policy pertaining to student transfers
- Skill in adhering to School Board Policies, administrative procedures, and professional code of ethics
- Skill in managing personnel
- Skill in exercising sound judgment associated with student attendance and discipline hearings procedures
- Ability to conduct investigations in response to inquiries or complaints from District Officials, court and other agency representatives, and the general public
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee

DUTIES AND RESPONSIBILITIES

1. Hears and processes discipline cases.
2. Assists the Director with department operations relating to student discipline and student transfers
3. Provides oversight of the District's attendance program to include direct supervision of Attendance Office operations.
4. Provides oversight of Anticipated Move contracts, Continued Enrollment Contracts, and other Tuition Agreements.
5. Facilitates legal filings pertaining to issues involving false residency.
6. Provides oversight pertaining to powers of attorney.
7. Performs other duties assigned within the scope of responsibility and requirements of the job.

TERMS OF EMPLOYMENT

SALARY: \$60,760 – \$76,558

PAY GRADE: A60

WORK DAYS: 226

FOR HR USE ONLY
PCN: P6B0A120 00031

For consideration, interested persons and NISD Classified/Auxiliary personnel must complete a Professional Online Application at www.nisd.net/hr, and submit a Letter of Intent form and resume. NISD Professional personnel need only submit the Letter of Intent form and resume. Submit your Letter of Intent form and resume, no later than the closing date, to:

Northside ISD - Human Resources Department
5617 Grissom Road
San Antonio, Texas 78238
(210) 397-8600

Northside ISD is an Equal Opportunity Employer