

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DIRECTOR – STUDENT ASSIGNMENT STUDENT SERVICES DIVISION

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of professional, administrative, and supervisory functions involving public contact and office management duties. Work involves administering the magnet schools application and selection process, administering student assignments, and interpreting and explaining program policies and procedures. Employee is responsible for coordinating and directing activities of subordinate staff. Employee is responsible for evaluating and managing data, providing specialized information, assessing program goals and objectives, and participating in departmental functions. Reports to the Chief Student Services Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assigns, directs and supervises activities of assigned professional and clerical assistants, ensuring adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise.

Administers the student assignment process including reassignments, tuition, and release to other systems.

Oversees issues of student custody and student domicile for the district.

Coordinates and administers the student application and selection process of the magnet schools program for the district.

Assists with implementation of redistricting phases.

Monitors enrollment process for homeless and non-domiciled students.

Oversees implementation of NCLB school choice reassignments.

Interprets and explains program policies and procedures.

Writes, edits or coordinates the preparation of reports, speeches or other printed materials; researches content items for precedents, correctness of presentation and applicability.

DIRECTOR – STUDENT ASSIGNMENT

Establishes and/or revises work procedures and methods; develops necessary form design; trains employees in work procedures.

Answers questions from employees concerning policies, procedures or deadlines; explains the use of records or information.

Attends meetings, hearings, conferences, or other functions as a representative of the district.

Administers assigned special, recurring or regular projects; completes reports as needed.

ADDITIONAL JOB FUNCTIONS

Participates in and contributes to staff development; participates in professional activities such as workshops, conferences and community meetings.

Works with other departmental staff on projects such as representation of the school system to various organizations, staff meetings, general office reports, and general information sharing.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in education administration, business administration, public relations, or a related field, with a master's degree preferred, and at least 10 years of progressively responsible experience in administration or public relations; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

DIRECTOR – STUDENT ASSIGNMENT

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, articles, manuals, etc. Requires the ability to prepare correspondence, reports, forms, meeting minutes, speeches, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to understand and apply the principles of descriptive statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the philosophies, principles, practices and procedures of school administration.

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Considerable knowledge of standard research techniques, methods and procedures.

Considerable knowledge of the fundamentals of public relations work.

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of standard bookkeeping practices as applied to governmental transactions.

Considerable knowledge of the principles and practices of education administration.

Skill in writing effective correspondence, speeches and other documents representing the District.

Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to provide leadership and to supervise the planning, development and establishment of new, modified and/or improved programs, services and activities.

Ability to analyze and interpret policy and procedural guidelines, and to formulate, develop and present recommendations to resolve problems and questions.

Ability to organize work flow and coordinate activities.

Ability to research program documents and narrative materials, and to compile reports from information gathered.

Ability to maintain complex schedules, records and files.

Ability to make administrative decisions in accordance with laws, ordinances, regulations and school system policies and procedures.

Ability to plan and coordinate group activities and special events.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

DIRECTOR – STUDENT ASSIGNMENT

Ability to exercise considerable tact and courtesy in frequent contact with school officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.