



<b>Job Title:</b>	Director of Campus Support	<b>Wage/Hour Status:</b>	Exempt/226 Days
<b>Reports To:</b>	Area Superintendent of Student Services and Support	<b>Pay Grade:</b>	Professional Pay Grade 8
<b>Dept. /School:</b>	Administration	<b>Date Revised:</b>	September 16, 2011

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**Primary Purpose:**

Ensures District compliance with student attendance, transfer, guardianship and UIL policies. Supports the Student Services department in assisting students as they develop their skills to full potential.

**Qualifications:**

**Education/Certification:**

Master's degree  
Mid-Management Administration certificate or equivalent

**Special Knowledge/Skills:**

Ability to interpret policy, procedures and data  
Strong communication, public relations and interpersonal skills  
Thorough knowledge of hearing and appeals process

**Experience:**

Minimum three years experience as a teacher  
Three to five years campus administrative experience  
Central office experience preferred

**Major Responsibilities and Duties:**

**Program Management and Instructional Strategies:**

1. Coordinate implementation and distribution of District report cards.
2. Coordinate annual revisions of all levels Parent-Student Handbooks to support the educational goals of the District.
3. Coordinate annual distribution and revisions of student information cards and other related items, as necessary.
4. Coordinate Pre-K and Kindergarten Round-Up scheduling and distribution of information.
5. Conduct informational meetings with District Assistant Principals regarding District policies, regulations and protocol.
6. Facilitate attendance zone mail-outs as zone changes occur due to the opening of new schools.
7. Student Transfers
8. Service as District Enrollment officer
9. Coordinate the District's response to (RTI) and section 504 programs and serve as the Level I hearing officer

**Communication:**

10. Promotion/Retention
11. Conduct conferences with parents, students, principals, and teachers, as necessary.
12. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
13. Homeless liaison

**Supervisory Responsibilities:**

Coordinate Assistant Principal's meetings

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Some District-wide travel.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*