

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: EXECUTIVE DIRECTOR – STUDENT ASSIGNMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of professional, administrative, and supervisory functions involving public contact and office management duties. Areas of innovation and work include administering the magnet schools application and selection process, administering student assignments, and interpreting and explaining program policies and procedures. Provides strong project management skill that determines resources, setting direction, and implementation strategies to accomplish the goals of the department and the district. 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 Senior Executive Director of Student Assignment.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Develops new program applications and improves existing through researching new developments in technology, visiting other innovative projects/systems, evaluating systems and processes, and meeting with principals and other educators.

Evaluates, interprets and explains, and recommends changes to program policies and procedures.

Convenes system-wide and small group meetings to share ideas and to improve the student assignment process.

Leads and participates in long- and short-range student assignment visioning. Provides staff development opportunities to meet department and district goals.

Communicates, plans, and implements current and emerging trends of technology applications.

Supervises and works with student assignment staff to plan, develop and implement staff development activities that support the use of technology in all areas of education.

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.

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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.

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

Master's degree in education administration, business administration, public relations, or a related field, 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. Doctorate preferred.

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.

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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.

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.

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KNOWLEDGE, SKILLS AND ABILITIES

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

Considerable knowledge of the fundamentals of public relations work.

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.

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

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 make oral presentations before large groups of people.

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.