

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, Student Assignment and Program Access

QUALIFICATIONS

- Master's Degree or higher in education, business administration, or an equivalent degree.
- At least five (5) years of successful teaching experience and five (5) years of educational leadership, management, and supervision experience preferred.
- At least (3) years of successful experience in customer service preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of and ability to interpret and implement local, state, and federal laws and regulations regarding student assignment and school choice.
- Ability to work and communicate effectively with people to focus resources (both human and financial) toward the achievement of district goals.
- Ability to use effective communications, marketing and public relations skills.
- Ability to facilitate group processes in consensus building, conflict resolution, planning, and decision-making.
- Knowledge of current educational trends.
- Knowledge of technology and computer applications as related to administrative job functions.

SUPERVISION

REPORTS TO Deputy Superintendent for Instructional Excellence and Equity
SUPERVISES Assigned Personnel

POSITION GOAL

To direct, provide leadership, and make available student assignment and school choice services compliant with local, state, and federal requirements for the purpose of accomplishing District excellence and equity goals related to school choice options, diverse student enrollment, and student access to individualized learning opportunities.

PERFORMANCE RESPONSIBILITIES

1. *Direct the student assignment and school choice processes for magnet schools/programs, region school zones, and K-12 transfer options.
2. *Direct the planning, development, and implementation of marketing strategies facilitating the dissemination of District information regarding magnet schools/programs, region school zones, and K-12 transfer options to parents/guardians, potential parents, and the community at large.
3. *Direct the development, design, and editing of publications which promote general understanding of the District's student assignment processes and school choice programs.
4. *Direct activities necessary for on-going growth of magnet schools/programs, including excellence and equity goal implementation, curriculum development and revision, staff identification, staff development, materials and equipment identification, technical assistance, and defined reporting requirements.
5. *Coordinate with the Executive Director of Educational Pathways (ePathways) and Strategic Partnerships to analyze potential for school choice opportunities via Programs of Enrichment (elementary), Programs of Exploration (middle), Programs of Emphasis (high), and other ePathways initiatives and implementation of school counseling to increase student engagement related to school choice and increase student access to individualized learning opportunities.
6. *Coordinate with the Director of Staffing/Position Management/FTE to monitor and implement the class size compliance process.
7. *Coordinate with the Information Services Department to ensure ongoing data accuracy related to student assignment and school choice.
8. *Respond to internal and external customers in a timely, accurate, courteous, and empathetic manner representing SCPS in a positive light.
9. *Model the routine, intentional, and effective use of technology in daily work, including communications, organization, and management tasks.

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10. *Maintain ongoing communication with magnet and region school personnel for the purpose of assessing areas of needed support and assist school leadership teams to monitor and maintain consistency with state and District policies and guidelines.
11. *Maintain a process for communicating with other departments, i.e., Transportation, Information Services, Exceptional Student Support Services, English for Speakers of Other Languages (ESOL), school-based administrators, and support staff regarding magnet schools/programs, region schools, and K-12 student transfer options.
12. *Participate in the development and presentation of rezoning options as appropriate.
13. *Provide technical support and expertise in matters related to projecting school populations, attendance policies and procedures, and the proper school assignment for students.
14. *Monitor relevant data in order to submit accurate and timely reports related to areas of responsibility.
15. *Assist with the development of policies in related areas.
16. *Direct and coordinate audits of supervised programs and grants to ensure compliance with state and federal laws and regulations.
17. *Direct, supervise, and evaluate assigned personnel.
18. *Serve on, facilitate, or chair various committees as needed.
19. Perform other duties as assigned by the Deputy Superintendent for Instructional Excellence and Equity.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard office equipment and materials

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Climbing

Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.

Bending

Lowering the body forward from the waist.

Stooping

Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

Kneeling

Bending legs at knee to come to a rest on knee or knees.

Reaching

Extending hand(s) and arm(s) in any direction.

Pushing

Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.

Pulling

Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.

Lifting

Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Repetitive Motions

Substantial and continuous movements of the wrists, hands, and/or fingers.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

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WORKING CONDITIONS

Indoors

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-03-C \$83,036- \$127,378

District Salary Schedule

Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 01
EEO-5 Line 03
Function 6100
Job Code 1357
Survey Code 61005

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

May 9, 2017

ADA Information Provided by Anna-Marie Cote, Ed.D.
Position Description Prepared by Anna-Marie Cote, Ed.D.