



Flour Bluff Independent School District Job Description

JOB TITLE: Associate Superintendent for Student Services

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 227

REPORTS TO: Deputy Superintendent

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- Oversee academic, instructional, and school leadership programs and personnel at the district level. Provide leadership to ensure high standards of instruction.

QUALIFICATIONS:

Minimum Education/Certification:

- Master's degree
- Valid Texas mid-management certificate or other appropriate Texas certificate, superintendent certificate

Special Knowledge/Skills:

- Strong knowledge of curriculum and instruction
- Demonstrated instructional leadership.
- Ability to evaluate and modify instructional program and teacher effectiveness based on data analysis and interpretation.
- Ability to problem solve, think critically, and manage conflicts.
- Ability to manage budget and personnel.
- Ability to implement policies and procedures.
- Strong organizational, communication, public relations, and interpersonal skills

Minimum Experience:

- Three years' experience in campus or district administration
- Strong curriculum, curriculum alignment, curriculum standards and assessment and program management background

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: INSTRUCTIONAL LEADERSHIP

1. Ensure the integration of the district's curriculum and instructional objectives at the campus level.
2. Ensure that campus improvement plans are aligned with campus needs and District goals.
3. Work with appropriate staff to develop, maintain, and revise program objectives based on systematic review and analysis.
4. Facilitate and model the appropriate use of technology and support resources in the teaching/learning process to meet the needs for all students.
5. Provides for two-way communication with principals, teachers, staff, parents and community to promote the teaching/learning process as well as the well-being of student and staff.
6. Demonstrates skill in conflict resolution with administrators, parents, teachers, staff, and community.
7. Ensure that district goals and objectives are developed with the involvement of specialists, teachers, parents, and/or students, when appropriate.

ROLE 2: DISTRICT CLIMATE

1. Facilitate communication and collaboration among assigned department personnel, district personnel and campus administrators to enhance service delivery, program development and customer satisfaction.
2. Participates in the district-level decision process to establish and review the district's goals and objectives and major classroom instructional programs and strategies of the district.
3. Actively supports the efforts of others to achieve district goals and objectives and the campus/department performance objectives.
4. Exhibits skill in planning, organizing, and managing the district's programs and activities that effect instruction.

ROLE 3: ORGANIZATIONAL LEADERSHIP

1. Provide leadership and direction to the Principals and Assistant Principals to ensure all schools achieve high academic performance.
2. Analyze critical needs in assigned areas and work collaboratively to design, implement, refine, and evaluate assigned programs for continuous improvement.
3. Advise and provide information to the Superintendent's staff, Board of Trustees, district administrators and others as necessary.
4. Advise the Superintendent on matters regarding assigned functions/departments.
5. Confers regularly with assigned staff to discuss performance; jointly develop improvement objectives to identify professional growth opportunities; supervises and evaluates personnel assigned under direct supervision.
6. Assists, as appropriate, with the Texas Teacher Evaluation and Support System (T-PESS).
7. Demonstrates knowledge and enforcement of District Policies and administrative Guidelines applicable to position.
8. Demonstrates initiative, cooperativeness, and flexibility in working with Various components of the district.
9. Communicates effectively with district and campus administrators, Staff, parents, students, and community members on matters related to the welfare of the school.
10. Serves as a resource person to campus administrators on the FBISD Student Code of Conduct and board policies.

ROLE 4: STUDENT ACHIEVEMENT

1. Build a common vision for school improvement/student achievement with staff. Direct planning activities and put programs in place with staff to ensure attainment of district's mission.
2. Identify, analyze, and apply research and data findings to promote school improvement.
3. Demonstrates support for district and campus rules, as well as federal/state/local laws.
4. Supports district and campus rules for conduct and responds appropriately to situations that could impair the
5. teaching/learning process of all students.
6. Supervises student conduct effectively and adheres to district policies related to disciplinary actions, records, parent contacts, etc.
7. Assists in supervising extra-curricular events.
8. Makes decisions effectively under varying circumstances (fairness, firmness, and finality).
9. Utilizes acceptable and approved disciplinary measures; ensures that school rules are uniformly observed, and that student discipline is appropriate and equitable.
10. Directs and supports student assessment, data system, code of conduct and expected student behavior.

ROLE 5: COMMUNICATION AND COMMUNITY RELATIONS

1. Demonstrate awareness of district and community needs and initiate activities to meet those needs.

2. Communicates program requirements, district curriculum, instructional practices, accomplishments, goals, and instructional initiatives to administrators, teachers, parents and community; solicits their input on these instructional issues.
3. Conferences effectively with teachers and parents about student concerns.

ROLE 6: PROFESSIONALISM

1. Participate in district and campus staff development programs that improve job related skills and professional growth.
2. Demonstrate current knowledge, understanding and skill appropriate to role of Associate Superintendent of Student Services.
3. Monitors professional research and disseminate ideas and information to other professionals, and provides leadership in identifying trends and opportunities, as well as solve problems facing the profession.
4. Observes professional and ethical standards, in accordance with generally accepted community standards and the Texas Education Agency code of ethics.
5. Provides leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.
6. Projects a positive attitude about self and professional responsibilities
7. Accepts and accomplishes additional school related assignments in a positive and effective manner.

ROLE 7: QUALITIES OF EFFECTIVE ASSOCIATE SUPERINTENDENT of STUDENT SERV.

1. Demonstrates a high level of personal integrity, a collaborative leadership style and high ethical standards.
2. Keep informed of and comply with state, district, and campus policies affecting daily attendance, punctuality, and confidentiality.
3. Comply with the Texas Educator's Code of Ethics.
4. Demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.
5. Daily attendance and punctuality at work are essential functions of the job.

ROLE 8: SUPERVISORY RESPONSIBILITIES

1. Co-supervise and evaluate performance of SDGC Directors.
2. Supervises and evaluates the District PEIMS Coordinator.

ROLE 9: EMERGENCY OPERATIONS AND DISCIPLINE MANAGEMENT

1. Knowledgeable about Emergency Operations standards.
2. Experienced in Emergency Operations Planning, Safety Audits and Emergency Drills
3. Completes appropriate Emergency Operations training, including the National Incident Management System (NIMS)
4. Ensures the Student Code of Conduct is supported and upheld.

ROLE 10: PERSONNEL MANAGEMENT

1. Assists in personnel appraisals and instructional program evaluations as directed.
2. Defines expectations for staff performance regarding instructional strategies, discipline management, and communication with the public.
3. Provides staff development on emergency operations, safety and security, discipline management, instructional strategies, etc.
4. Assists in overseeing discipline management and assistant principals related to the Student Code of Conduct, law enforcement, safety, and security throughout the district.

ROLE 11: ADMINISTRATION and FISCAL/FACILITIES MANAGEMENT

1. Provides effective management of security equipment and materials (issuance, accountability, maintenance of inventories, etc.)
2. Directs various safety programs, drills, evacuations, etc. as assigned.
3. Supervises district-wide building safety and security.
4. Prepares assigned reports, records, etc. in an accurate and punctual manner.
5. Demonstrates knowledge and enforcement of District policies, as well as all state and federal laws and regulations applicable to position.
6. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide and occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.