



Flour Bluff Independent School District Job Description

JOB TITLE: Director of the Student Development and Guidance Center

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 211

REPORTS TO: Associate Superintendent for Student Services

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The role of the Director is to assist the district in administering the programs and services of the school within the framework of the philosophy and objectives established by Board Policy, consistent with statutes and standards of regulatory agencies, and in accordance with administrative directives. He or she shall interact effectively with each component of the education setting to create an environment which is conducive to learning and which provides opportunities, strengthens areas of weaknesses, and extends positive values.

QUALIFICATIONS:

- Master's degree
- Certification as per Texas Education Agency

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: INSTRUCTIONAL MANAGEMENT

1. Knowledgeable about curriculum standards for assigned grades and programs.
2. Oversees alternative disciplinary campus (SDGC) and supervises, coordinates and evaluates curriculum, instruction and assessment with campuses based upon Teacher developed curriculum, TEKS and state and local assessment requirements.

ROLE 2: SCHOOL/ORGANIZATIONAL CLIMATE

1. Demonstrates knowledge and enforcement of District Policies and Administrative Guidelines applicable to position.
2. Demonstrates initiative, cooperativeness, and flexibility in working with various components of the school.
3. Serves as the alternative program's liaison to all campuses.
4. Ensures that textbooks, transcripts, and records of alternative program participants are managed appropriately, and campus and district administration are kept informed of student progress.

ROLE 3: SCHOOL/ORGANIZATIONAL IMPROVEMENT

1. Communicates effectively with principals and district administrators on matters related to the welfare of the alternative program.
2. Supervises and serves as a resource person to teachers on classroom management.
3. Orientates staff on discipline standards and classroom management.
4. Assists in the utilization of Texas Academic Performance Report data and information for collaborative planning for program improvement and campus/district accountability.
5. Communicates effectively with campus principals and district administrators on matters related to SDGC curriculum, instruction and discipline and security matters.

ROLE 4: 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 and coordinates with campuses on staff development for discipline management, instructional strategies, curriculum, etc.
4. Assists in overseeing discipline management and adhering to the Student Code of Conduct, coordinating with law enforcement, the Director of Safety and Security, and campus principals and district administrators regarding safety and security.

ROLE 5: ADMINISTRATION and FISCAL/FACILITIES MANAGEMENT

1. Provides effective management of textbooks (issuance, accountability, maintenance of inventories, etc.).
2. Provides accurate inventory reports of building equipment (annually in the spring with an update in the fall).
3. Prepares staff duty assignments in curricular and non-curricular areas.
4. Directs various safety programs, drills, etc. as assigned.
5. Supervises district-wide building maintenance and security.
6. Prepares assigned reports, records, etc. in an accurate and punctual manner.
7. Demonstrates knowledge and enforcement of District policies, as well as all state and federal laws and regulations applicable to position.

ROLE 6: STUDENT MANAGEMENT

1. Supervises student conduct effectively and adheres to district policies related to disciplinary actions, records, parent contacts, etc.
2. Monitors students in halls, cafeteria, and other campus areas.
3. Makes decisions effectively under varying circumstances (fairness, firmness, and finality).
4. Utilizes acceptable and approved disciplinary measures; ensures that school rules are uniformly observed, and that student discipline is appropriate and equitable.

ROLE 7: PROFESSIONAL GROWTH and DEVELOPMENT

1. Adheres to Professional Ethical Standards in relationships with students, teachers, parents, patrons, peers, and support personnel.
2. Projects a positive attitude about self and professional responsibilities.
3. Exhibits punctuality and dependability.
4. Accepts and accomplishes additional school related assignments in a positive and effective manner.
5. Provides leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.

ROLE 8: SCHOOL/COMMUNITY RELATIONS

1. Conferences effectively with teachers and parents about student concerns.
2. Ensures the Alternative programs serve the community effectively, maintain the safety of the school environment and assist students in completing school successfully.
3. 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 including 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 travel; occasional statewide travel and out-of-state 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.