



Flour Bluff Independent School District Job Description

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JOB TITLE: Associate Superintendent for Student Services

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 227

REPORTS TO: Deputy Superintendent

DATE REVISED: 05/2025

PRIMARY PURPOSE:

- Responsible for the overall emergency management, strategic planning, development, evaluation, and implementation of the district's safety and security program. Oversee district efforts in the areas of discipline management, student attendance, and transfer process.

QUALIFICATIONS:

Minimum Education/Certification:

- Master's degree in educational administration
- Valid Texas Principal Certification
- Valid Texas Superintendent Certification

Special Knowledge/Skills:

- Knowledge of laws, regulations, and policies related to student discipline and attendance
- Knowledge of positive discipline support programs
- Ability to disseminate information to individuals and groups
- Ability to interpret policies, procedures, and laws
- Ability to deliver effective training to a variety of audiences
- Excellent organizational, communication, and interpersonal skills

- Ability to mediate, problem solve, and resolve conflict

Minimum Experience:

- Three successful years of administrative and leadership experience in education

MAJOR RESPONSIBILITIES AND DUTIES:**ROLE 1: STUDENT DISCIPLINE MANAGEMENT**

1. Manage the district's admissions, transfer, discipline, and residency process.
2. Review, update, and publish the Student Code of Conduct, student handbook, and board policies.
3. Assist campus administrators with fair and consistent administration of discipline policies and discretionary disciplinary alternative education program (DAEP) placements.
4. Monitor discipline trends and work with campus administrators to develop campus discipline improvement plans to address student needs in the areas of attendance and discipline.
5. Address parent concerns related to discipline and campus administrative decisions.
6. Develop and present training to campus administrators regarding student discipline and Texas Education Code Chapter 37.
7. Supervises student conduct effectively and adheres to district policies related to disciplinary actions, records, parent contacts, etc.

ROLE 2: COMMUNICATION AND COMMUNITY RELATIONSHIPS

1. Work with community agencies to support positive behavioral choices for students and positive consequences.
2. Ensure that established goals and expectations related to district safety and security are communicated clearly, consistently, and in a timely manner to all appropriate stakeholders.
3. Prepare and deliver written and oral presentations regarding security and safety issues to the board, staff, and community, as required.

ROLE 3: PERSONNEL MANAGEMENT

1. Analyze critical needs in assigned areas and work collaboratively to design, implement, refine and evaluate assigned programs for continuous improvement.
2. Select, train, evaluate, and supervise assigned staff and make recommendations relative to assignment, retention, discipline, and dismissal.

ROLE 4: STUDENT ATTENDANCE

1. Confer regularly with teachers, counselors, principals, and other staff as well as parents to identify problems of tardiness, attendance, and student truancy.
2. Ensure timely notification to parents regarding concerns with student attendance and discipline.
3. Support campus administrators and parents in following truancy laws and prevention measures in accordance with state regulations.

ROLE 5: ADMINISTRATION

1. Compile, maintain, and file all reports, records, audits and other documents required, including records of all cases investigated and reports required by the commissioner of education.
2. Follow district safety protocols and emergency procedures.
3. Advise and provide information to the Superintendent's staff, Board of Trustees, district administrators and others as necessary.
4. Pursue professional development activities in assigned areas and disseminate ideas and information to other professionals.

ROLE 6: POLICY, REPORTS, AND LAW

1. Oversee development, and implementation of the district's multi-hazard emergency operations plan; ensure campus plans are up-to-date and in compliance with the latest standards in emergency response.
2. Implement and comply with policies established by federal and state laws, State Board of Education rule, Texas Education Agency Code of Ethics, and local board policy in all assigned areas.
3. Coordinate the collection, integration, and formatting of all data required for PEIMS submission according to Texas Education Agency PEIMS Data Standards.
4. Work cooperatively with campus, business office, and personnel office staff to collect, organize, and format data required to submit district PEIMS data according to prescribed state deadlines.

ROLE 7: EMERGENCY OPERATIONS, SAFETY, AND SECURITY

1. Provide leadership for the development, planning, and implementation of the districtwide school safety and security program.
2. Responsible for district safety, emergency management, NIMS, and ICS, training of administrators, staff, and volunteers.

3. Develop and provide guidance and staff development to campuses and other facilities for emergency procedure drills.
4. Plan agendas and serve as chair for the school safety and security committee; prepare the committee to staff the Emergency Operations Center.
5. Oversee the annual review of the district emergency management plan using data, state guidance, and stakeholder feedback to assess effectiveness and make recommendations for improvement.
6. Inform campus leaders of the status of campus preparedness and planning for weather-related or unexpected emergencies. Monitor weather and approaching storms and make recommendations if the weather is likely to alter campus class schedules or affect campus events.
7. Assess availability of appropriate technologies for emergency response, including testing emergency communication technologies, tracking and analyzing the speed of communications, timing of messages, and communication delays.
8. Act as the district liaison with local law enforcement, fire agencies, emergency management officials, and community leaders involved in emergency preparedness, response, and recovery.

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; occasional standing and walking.

Motion:

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

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

Frequent districtwide travel; occasional statewide travel; occasional outside work with exposure to extreme hot and cold temperatures, dust, noise, vibration, and chemical and electrical hazards

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.

