Flour Bluff Independent School District Job Description

JOB TITLE: Executive Director of Student Services & Instructional Technology

WAGE/HOUR STATUS: Exempt
NUMBER OF DAYS: 227
REPORTS TO: Deputy Superintendent
DATE REVISED: 07/2026

PRIMARY PURPOSE:

Plan, develop, coordinate, and evaluate federal, state, local, and at-risk programs.

QUALIFICATIONS:

Education/Certification:

Master's degree

Special Knowledge/Skills:

- Knowledge of federal, state, and special program compliance and requirements
- Ability to manage budget and personnel
- Strong communication, public relations, and interpersonal skills

Minimum Experience:

- At least 3 successful years as a classroom teacher
- At least 3 successful years in instructional leadership/administrative roles

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: PROGRAM MANAGEMENT

1. Evaluate all federal legislation, projects, and programs for grant, entitlement, and allocation opportunities relevant to the needs of the district and make recommendations regarding participation.

2. Contribute to the development of program goals, objectives, project proposals, reports, and budget for federal/special funding of programs, including preparing and submitting standard applications for federal funds to the Texas Education Agency (TEA).

3. Serve as liaison between school and other agencies on joint projects that are federally funded.

4. Oversee and monitor grant-funded programs and their expenditures to ensure compliance with regulations and guidelines and that programs are cost-effective and managed wisely.

5. Advise the superintendent or designated administrator of the financial and administrative impact on the district of current and impending legislation.

6. Direct and manage the district's Bilingual and Emergent Bilingual (EB) program. Ensure the development and delivery of the Bilingual and EB curriculum and instructional program is effective and efficient, incorporates district goals, and supports student achievement.

7. Oversee the development and implementation of procedures to identify at-risk students at all grade levels districtwide, ensuring resources are in place to support student success.

8. Responsible for administration, implementation, coordination, and evaluation of a comprehensive health services program for the district.

9. Oversee the planning and implementation of a district wide comprehensive developmental guidance and counseling program.

ROLE 2: SCHOOL/ORGANIZATIONAL IMPROVEMENT

10. Monitors student achievement data and interprets, reports, and acts on results related to the assigned special programs.

11. Provide resources and materials to aid staff in accomplishing program goals and work with district staff to develop and encourage participation in programs that support students.

ROLE 3: PERSONNEL MANAGEMENT

12. Confers regularly with assigned staff to discuss performance; jointly develops improvement objectives to identify professional growth opportunities; supervises and evaluates personnel assigned under direct supervision.

13. Secures consultants, specialists, and other community resources for principals and supervises instructional staff to assist in attaining objectives.

14. Supervises, trains, and evaluates staff and makes recommendations relative to assignment, retention, discipline, and dismissal.

ROLE 4: BUDGET AND INVENTORY

15. Develop and administer budgets based on documented needs and ensure that operations are cost-effective and funds are managed wisely.

16. Solicit funds and participate in grant-writing activities to obtain funding for programs and services for students.

ROLE 5: POLICY, REPORTS, AND LAW

17. Compile, maintain, and file all reports, records, and other documents required, including mandatory reports through PEIMS and to TEA.

18. Implement and comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

19. Collaborate with district-level administration to develop and implement policies and practices to assigned areas with priorities of the district.

20. Manage the delivery of all campus health services and ensure consistent implementation of school health policies regarding immunizations, communicable diseases, medication, and emergency care of ill and injured.

21. Assist with the collection, processing, and distribution of data to assigned areas and interpret this information for guidance, administrative, and instructional purposes.

22. Follow district safety protocols and emergency procedures.

ROLE 6: PROFESSIONAL GROWTH and DEVELOPMENT

23. Monitors professional research and disseminates ideas and information to other professionals, and provides leadership in identifying trends and opportunities, as well as solving problems facing the profession.

24. Plan and provide staff developments for teachers, administration, and staff in designated areas.

ROLE 7: SCHOOL/COMMUNITY RELATIONS

25. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.

26. Articulate the district's mission and goals in the area of all assigned to the community and solicit its support in realizing the mission.

27. Use appropriate and effective techniques to encourage community and parent involvement.

28. Serve as a permanent member of the district's school health advisory committee. Participate in the development of health education curriculum and contribute to other committees related to health and safety issues of students and staff.

29. Provide information about the school district and community resources available to students and their families and assist them in accessing those resources when needed.

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.