

San Antonio ISD

Job Description

SENIOR DIRECTOR

OFFICE OF ACCESS AND ENROLLMENT



Opening: March 1, 2017
Reports To: SAISD Chief Innovation Officer
Dept./School: Office of Access and Enrollment

Closing: March 22, 2017
Wage/Hour Status: Exempt
Pay Grade: Admin. Management X10

TERMS OF EMPLOYMENT:

12 months/ 230 days per year. Salary is at Administrative Management Job Group X10 on the SAISD Compensation Plan on a term or probationary contract, as applicable. Annual salary range is \$95,261.40 – \$107,035.10 based upon directly related experience.

Primary Purpose:

All of SAISD's children and families deserve access to high quality educational options that meet their diverse needs and interests. Through data-driven, creative, and collaborative approaches, the Office of Access and Enrollment (OAE) is dedicated to ensuring that all students have equal access to the district's programs and services available, and meeting needs and exceeding expectations of all stakeholders through efficiency, expertise, courtesy, and accountability.

Reporting to the Chief Innovation Officer, the Senior of Director of the OAE's core responsibilities will include, but will not be limited to managing the annual application, selection, and notification process for a diverse and growing portfolio of innovative 21st century school models (i.e. STEM; Montessori; IB; in-district charter schools; etc.) and other strategic access and enrollment initiatives.

Minimum Qualifications

Education/Certification:

- Master's degree from an accredited four (4) year college or university
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Special Knowledge and Skills:

- Exemplary leadership qualities, with expertise in leadership improvement, building effective teams, coaching, and ensuring professional growth for all team members
- Proven track record of leading and executing large-scale projects
- Strategic planning in school organization, staffing, and budget
- Strong communicator; possess excellent speaking, listening, and writing skills
- Possesses excellent analytical and organizational skills; ability to problem solve
- School policies, TEA regulations, and school law
- Demonstrated skill in the development and maintenance of effective working relationships with all levels of executive and managerial personnel, various government agencies, and professional associations which will impact the operations of the SAISD
- Ability to allocate resources efficiently and effectively
- Ability to lead and facilitate groups
- Unfailingly discrete, trustworthy, collaborative, and professional in all situations

Experience:

- Three (3) years in an administrative position in a school district, community organization and/or business/corporation.

Core Responsibilities and Duties

Provide management, guidance, support, information, and coordination for parents, students and campus staff in the following areas:

- In collaboration with the senior leadership team, set the vision, strategic priorities, and objectives for the OAE and manage the OAE towards these goals
- Implement a centralized student application and enrollment process for SAISD schools, creating a single application process that is transparent, equitable, and efficient for potential launch in 2018
- Own relationship with an external vendor that may be tasked with the creation of an enrollment algorithm, work with key stakeholders to identify best practices, building consensus, creating a communications plan, launch plan, and appropriate timing

- Introduce new innovations, process applications, build databases, perform quality control, administer testing where applicable, run selections, answer parent inquiries, and handle enrollment processes education and outreach
- Manage and monitor student enrollment
- Manage and monitor the student registration process
- Monitor student attendance (i.e. ADA)
- Manage and monitor student transfer requests
- Address ongoing policy and regulatory questions that affect school placement and choice

Supervisory Responsibilities:

- OAE support staff
- Other permanent and/or temporary district support personnel as assigned

Equipment Used:

- Office equipment- personal computer, printer, calculator, multi-line telephone system, copier and fax machine

Working Conditions

Mental Demands:

- Maintain emotional control under stress
- Work with frequent interruptions
- Work with frequent deadlines

Physical Demands:

- Frequent: sitting, standing, walking, climbing, pulling, pushing, reaching, repetitive hand motions, hearing, speaking clearly, visual acuity, distinguishing colors, driving
- Occasional: Lifting/carrying – light, under 15 pounds

Environmental Factors:

- Exposure to: temperature extremes, humidity extremes, noise, low or intense illumination, vibration, working alone, working prolonged or irregular hours

THE SAN ANTONIO INDEPENDENT SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY LAW.

Employee Acknowledgement of Receipt _____ Date: _____

Hiring Administrator _____ Date: _____