



# Longview Independent School District

## JOB DESCRIPTION

# SUPERVISOR OF ADMINISTRATIVE AND PUPIL SERVICES

<b>JOB TITLE:</b>	Supervisor of Administrative and Pupil Services	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Assistant Superintendent of Administration and Pupil Services	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Administrative Services	<b>PAY GRADE:</b>	Administrative 4

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### PRIMARY PURPOSE:

Ensure that student admission, student handbooks, transfers, McKinney Vento law, board policy, administrative procedures, and preparation and maintenance of district records are administered according to policy and state law

### QUALIFICATIONS:

#### Education/Certification:

Master's degree in education or management-related field from an accredited college or university  
Texas Mid-Management or other appropriate certification

#### Special Knowledge/Skills:

- Ability to interpret policy, procedures, and data
- Ability to manage budget and personnel
- Strong communication, public relations, and interpersonal skills
- Strong computer skills to include Microsoft Access, Word, Excel, Outlook, and Front Page or other web authorizing software, and Adobe Acrobat

#### Experience:

Considerable experience in education including, teaching or related services activities and supervision or administration at the level of coordinator or higher, or any equivalent combination of education and experience that would provide the above noted knowledge, skill, and ability

Five years successful administrative experience at the campus level as an assistant principal or principal



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### MAJOR RESPONSIBILITIES AND DUTIES:

1. Serve as a liaison between and among principals, parents, central administrators, and the school board
2. Serve as liaison to homeless parents and students in the Longview school district
3. Serve as a member of the Texas Homeless Organization and North East Texas Homeless Consortium
4. Chair the district committee for homeless students
5. Develop and distribute campus leaver policy
6. Ensure leaver audits are conducted at the campus level
7. Collect, compile and report campus leaver audit results to the Assistant Superintendent of Administrative and Pupil Services
8. Collaborate with local agencies to provide support for homeless students
9. Develop and maintain procedures for serving homeless students within LISD
10. Maintain a web site for the dissemination of information and forms used in LISD for areas of supervision by the department of administrative and pupil services
11. Coordinate the preparation and updating of the student handbooks and the Student Code of Conduct to ensure compliance with board policy and statutory/state board rule requirements
12. Assist in administering an orderly system of student transfer (inter-district and intra-district)
13. Assist on matters involving residency, student eligibility, intended residence, and admissions of students
14. Develop and maintain the attendance zone book and serve as the district liaison between the Gregg County Appraisal District and the City of Longview as related to district attendance zones



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

15. Provide appropriate information to campuses, the district transportation department, parents, businesses, and governmental agencies as relating to district and campus attendance zones

### Other

16. Participate in professional development activities to maintain current knowledge of regulations
17. Comply with district policies, as well as state and federal laws and regulations
18. Adhere to the district's safety policies and procedures
19. Maintain confidentiality in the conduct of district business
20. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
21. Demonstrate regular and prompt attendance
22. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of the departmental secretary

### EQUIPMENT USED:

Copier, personal computer and appropriate software, printer, fax machine and audio-visual equipment



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### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

### EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED DATE: Feb., 2017