GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION

Job Title: At-Risk Administrator **Exemption Status/Test:** Nonexempt

Reports to: Director of School Leadership **Administrative Pay Grade:** 105 (217 Days)

Dept./School: Central Office Administration **Date Revised:** 05/14/2024

Primary Purpose:

Coordinate interventions for students in at-risk situations. Increase the district attendance rate by managing district-wide attendance concerns, including attendance interventions, incentives, and truancy procedures. Decrease the dropout rate. Increase the graduation rate for all students. Increase the graduation rates for students identified as economically disadvantaged.

Collaborate with district and campus staff. Provide ongoing feedback and guidance concerning student behavior, provide and assist with maintaining high attendance rates.

Secondary Purpose:

Oversee the Disciplinary Alternative Education Program. Oversee and provide high standards of instructional service. Ensure compliance with district policies, success of instructional programs, and operation of total program. Collaborate with campus administrators to ensure coordination of instruction between home campuses and the DAEP.

Oversee the Wildcat Learning Center (alternative high school programming). Oversee and provide high standards of instructional service. Ensure compliance with district policies, success of instructional programs, and operation of total program. Collaborate with high school administrators to ensure coordination of instruction between the high school and the WLC.

Education/Certification:

Bachelor's Degree
Master's degree in education administration preferred
Mid-management certification required

Special Knowledge/Skills:

Knowledge of curriculum and instruction
Ability to organize and coordinate districtwide program
Ability to manage budget and personnel
Ability to implement policy and procedures
Knowledge of juvenile justice system and ability to present truancy cases to the court
Ability to interpret laws, policies, and procedures
Strong organizational, communication, and interpersonal skills
Ability to speak effectively before groups of parents, students, and staff
Ability to travel districtwide to conduct home visits and visit sites where truant students have been reported to the district
Familiarity with disciplinary alternative school rules and regulations

Experience:

Three years or more experience as a classroom teacher
Three years or more experience or more in school leadership roles
Experience in working with at risk students.

Major Responsibilities and Duties:

Attendance Enforcement

1. Investigate cases of unexcused and excessive absences and tardiness and enforce provisions of compulsory attendance laws.
2. Issue warnings; file complaints against students, parents, or individuals with parental control in accordance with compulsory attendance laws, Texas Education Code, and board policy; and refer to appropriate court.
3. Implement truancy prevention measures in accordance with state regulations.
4. Impose individual student behavior improvement plans, and school-based community service or refer to counseling, community-based services, or other services aimed at addressing a student truancy.
5. Investigate cases of suspected drop out and retrieve unreturned textbooks and other school property when appropriate.

At-Risk Program Management

6. Develop and implement procedures to identify and monitor at-risk students at all grade levels and ensure that the resources are in place to support student success.
7. Provide resources and materials to aid staff in accomplishing program goals and work with districtstaff to develop and encourage participation in programs that support at-risk students.
8. Provide information about school district and community resources available to students and their families and assist them to access those resources when needed.
9. Work with students, parents, and staff to ensure students' academic success.
10. Contribute to the development of program goals to reduce school failure and dropout rates.
11. Develop and coordinate a continuing evaluation of the at-risk program and implement changes based on the findings.

Personnel Management

12. Assists in the selection of new staff.
13. Evaluates job performance of employees to ensure effectiveness.
14. Makes sound recommendations relative to personnel placement, transfer, and retention.

Student Management

15. Demonstrates support for student management policies and expected student behavior related to the DAEP and the Wildcat Learning Center.
16. Establishes and maintains open lines of communication by conducting conferences with parents, students, and teachers concerning vital issues.

Policy, Reports, and Law

17. Assist with the collection, processing, and distribution of at-risk data and interpret this information for guidance, administrative, and instructional purposes.
18. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Administration

19. Compile, maintain, and file all reports, records, and other documents required, including records of all cases investigated and reports required by the commissioner of education. Ensure that accurate at-risk and dropout data is reported through PEIMS.
20. Implement and comply with policies established by federal and state laws, State Board of Education rule, and local board policy in the area of student attendance.
21. Comply with all district and campus routines and regulations.

Other

22. Administer oaths and serve legal process.
23. Maintain confidentiality.
24. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Supervises and evaluates the performance of staff assigned to DAEP and WLCC, including teacher(s) and instructional aide(s).

Mental Demands/Physical Demands/Environmental Factors:

Frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours.

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.

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Employee Signature Date