



Executive Director, Student Assignment

Reports to:	Chief Equity Officer	FLSA Status:	Exempt
Department:	Student Assignment	Structure/Grade:	Unified 134
Division:	Access & Opportunity	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Oversees all aspects of the student assignment department, including registration, student enrollment, student withdrawal, school choice, student records, student enrollment data, enrollment projections, and school boundary review and changes as stated in the board of education policy. Determines the strategic direction of the department and supports the district in being good fiscal agents by adjusting based on enrollment. Leads and participates in long and short-range student assignment visioning and direction.

Essential Job Duties

- Develops a comprehensive and annual process to address identified and needed student assignment changes and produce an equitable distribution of students among different schools.
- Analyzes and interprets annual enrollment projections to collaboratively determine enrollment at each school and boundary needs related to enrollment actuals and projections.
- Collaborates with department leaders to implement student assignment policies and review or develop processes related to these policies for fidelity.
- Revises the school choice application and selection process, administers student assignments, and interprets and explains program policies and procedures.
- Provides staff development on student assignment, records, school choice, enrollment, and registration.
- Continuously reviews policies, procedures, and practices and makes data-driven recommendations for changes in accordance with school district best practices.
- Works with data related to school capacities and district demography projections to identify specific areas experiencing overcrowding and underutilization.
- Communicates, plans, and implements current and emerging district and school enrollment trends.
- Convenes system-wide and community-wide committee meetings to share ideas and to improve the student assignment process.
- Manages or implement redistricting software that creates versatile mapping solutions which include several student factors that help analyze district boundaries.
- Uses data from a master facility and district strategic plan to aid in the student assignment decision process.
- Effectively manages processes related to School Choice, Inter-District Transfers, School Lotteries and School Transfers and other district/state processes.



- Interprets, prepares, and disseminates information regarding school choice, enrollment, and registration in relation to school policy.
- Advises local school administrators, parents, and students as to the correct procedures and addresses complaints regarding enrollment, school choices, and records.
- Works closely with Homeless Programs and the McKinney Vento Liaison to assist families with removing barriers to enrolling in school.
- Assists the local schools with residency verifications and working with the residency investigations officers.
- Performs other duties as assigned

Qualifications

- Master's degree from a Professional Standards Commission approved accredited college or university in social work, business administration, public relations, or a related field is required.
- Minimum of seven (7) years previous experience with demonstrated successful advancement through the teaching and/or school or school system administrative hierarchy required.
- Experience in redistricting, considerable knowledge of the fundamentals of public relations work, and working knowledge of school-based registration preferred.
- Valid Georgia Professional Standards Commission approved certificate in Educational Leadership at level L-5, NL-5, PL-6, or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in Educational Leadership. Tier II Leadership Certification preferred.

Knowledge, Skills, and Abilities

- Knowledge District policy, State and Federal mandates for all enrollment and school choice programs, organizational and department planning and operational procedures; the organization of specifically assigned areas; budgeting and spending, labor issues, and efficiencies.
- Knowledge of DCSS policies and procedures; workforce and facilities requirement forecasting; all relevant available public and private resources and services
- Knowledge of records management requirements that complies with Federal and State laws and regulations.
- Knowledge of curriculum guidelines for the school system and state requirements; standardized testing in accordance with school system policies and state laws
- Knowledge of school system policies, programs, and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment.
- Skilled in communicating effective correspondence, speeches and presentations representing the District.
- Skilled in oral, written, and interpersonal communication; coordinating and collaborating with federal, state, regional, and local organizations, and departments to establish and execute responsibilities.
- Skilled in administration and management skills gained through increasingly responsible management positions, recruiting, training, and motivating employees.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 5/14/2026



- Skilled in delegations; planning; public relations; public speaking; budgeting; conflict resolution, and mediation.
- Ability to communicate effectively with students, staff, and the public from diverse cultural, social, economic, and educational backgrounds.
- Ability to interpret policy and procedures.
- Ability to research program documents and narrative materials, and to compile reports from information gathered.
- Ability to direct and administer the programs and services and/or service organization; establish objectives and procedures governing the performance of assigned activities among employees.
- Ability to develop and understand financial and/or operating reports; maintain confidential information; learn and use relevant computer applications.
- Ability to prioritize assignments; and manage multiple tasks simultaneously.

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

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