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**Job Title:** Chief Officer of Student Services and Strategic Initiatives    **Exemption Status/Test:** Exempt  
**Reports to:** Superintendent    **Date Revised:** 2026  
**Dept./School:** Administration    **Pay Grade/Days:** AP/226

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### **Primary Purpose:**

Responsible for the overall management and implementation of legally sound and effective programs, policies, and practices related to student services provided by the District. Provide oversight of student attendance, health services, discipline and placement, parent engagement activities, counseling, parent complaints, transfer process, and student safety procedures.

### **Qualifications**

#### **Education/Certification:**

Master's degree in educational administration, mid-management, or equivalent  
Valid Texas Teacher Certification, Principal Certification, and Superintendent Certification preferred

#### **Special Knowledge/Skills:**

Ability to build positive relationships and collaborate with diverse groups  
Knowledge of public school systems and family dynamics  
Ability to provide supportive guidance related to student services  
Demonstrates strong problem-solving skills, resourcefulness, and initiative  
Knowledge of Restorative Practices and PBIS  
Knowledge of Chapter 37 Discipline Processes and Procedures  
Knowledge of Texas Compulsory Attendance and Truancy Law and School Policy  
Knowledge of the McKinney-Vento Act  
Knowledge of Title IX  
Ability to facilitate Student Grievances, OCR, and TEA Complaints  
Familiarity with local service agencies and their capabilities  
Ability to implement policy and procedures  
Excellent public relations, organizational, communication, and interpersonal skills  
Program and systems evaluation  
Direct reporting to the Superintendent and Board of Trustees on student trends in this area  
Experience in secondary master schedule planning

#### **Experience:**

5 years of progressively responsible campus leadership experience, or public school administration;  
5 years of supervisory experience

### **Major Responsibilities and Duties**

#### **Management**

1. Direct the development, implementation, and evaluation of Student Services programs to ensure student success through alignment with District goals, with an emphasis on students at-risk.

2. Work cooperatively with other districts, county offices, and community agencies to meet students' needs. Provide or serve as a liaison with community services, welfare, and legal agencies.
3. Determine the training needs in the areas you oversee throughout the school district. Create and execute a plan to develop and deliver department-specific professional and leadership development and training to meet the established needs.
4. Provide leadership and vision to ensure collaborative environments for matters such as student discipline, alternative education, child welfare, and attendance.
5. Interpret, maintain, and monitor compliance with Board policies, administrative rules and regulations, State and Federal mandates, and due process.
6. Encourage and promote effective incentive and recognition programs for student success (E.g., attendance incentives).
7. Conduct and/or collaborate on various investigations related to or involving students.
8. Work collaboratively with and provide guidance to campus and District administrators on student matters.
9. Provide supervision and oversight of extracurricular activities/programs as assigned.

#### **Student and Community Relations**

10. Take a proactive role in identifying and responding to student issues; collaborate with district leadership to ensure preemptive, effective problem-solving and communications.
11. Administer the student grievance procedures adopted by the board. Direct the investigation, analysis, and decision-making process regarding student problems and/or other related policy issues.
12. Conduct annual research regarding student attendance and discipline while working to improve successful strategies.
13. Ensure the educational environment implements safety and security protocols in alignment with State and Federal laws.
14. Oversight of community outreach, and various partnerships and initiatives to increase engagement with all stakeholder groups.

#### **Budget**

15. Develop and administer the department budget based on documented needs and ensure that operations are cost-effective and funds are managed wisely.
16. Examine secondary master schedules to ensure efficiency and a positive impact on academic performance.

## Records

17. Ensure that the student handbook and the student code of conduct are updated annually and distributed. Implement procedures to ensure that parents, students, and employees are informed of these documents and the policies or procedures that affect them.
18. Oversee student records management and ensure compliance with the state records management program. May serve as designated records management officer.
19. Receive District subpoenas and act as the legal liaison as needed.
20. Compile, maintain, and file all reports, records, and other documents as required.

## Other

21. Prepare and deliver written and oral presentations to the board, principals, teachers, parents, and community groups. Attend regular meetings of the board.
22. Stay abreast of current research and best practices in all areas you oversee and adjust plans, policies, and procedures accordingly.
23. Follow district safety protocols and emergency procedures.
24. Behave professionally and ethically at all times while representing the district.
25. Complete or lead projects and other duties as assigned.

## Supervisory Responsibilities

Supervise, evaluate, and recommend hiring and firing of department employees.

## Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment, including a personal computer and peripherals.

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

**Motion:** Repetitive hand motions, including frequent keyboarding and use of a mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds).

**Environment:** May work prolonged or irregular hours; frequent district-wide travel; occasional statewide travel and out-of-state travel.

**Mental Demands:** Work with frequent interruptions and challenging circumstances, while maintaining emotional control under stress.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all duties or skills that may be assigned.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_