

Assistant Superintendent for Administration – Deer Park ISD

Qualifications:

- In/Out of District
- Master's Degree
- Superintendent certification preferred
- Fifteen years' of experience in field of education with at least 10 years in administration (campus administration preferred)

Reports To:

Superintendent

Supervises: Director of Safety, District Alternative Education Program, Director of Athletics, Assistant Director of Athletics, and Dropout/Truancy Officer

General Statement of Responsibilities:

To effectively direct and manage the operation of administrative affairs of the district especially in the areas of safety and security, law enforcement, alternative education, student attendance, employee investigations and student discipline.

Responsibilities and Performance Indicators:

Discipline

- Develop, implement, monitor, and revise all district policies and procedures relating to student discipline
- Manage all parent and student complaints regarding discipline issues, including hearings on student expulsions
- Arrange for training of staff in discipline management techniques and the district's policies and procedures regarding discipline
- Conduct hearings from staff members and/or parents and students regarding grievances
- Assist Superintendent of Human Resources in investigations resulting from employee wrongdoing
- Serve as the district-level administrator meeting with parents when concerns/complaints are not resolved at the building level concerning safety, discipline, etc.

Safety and Security

- Supervise and designate duties and work with the Director of Safety
- Ensure that each of the district's facilities provides an environment that is safe and secure for all students, staff and visitors on the campus



- Serve as liaison between Deer Park ISD and local law enforcement agencies, including the provision of law enforcement officers and crossing guards
- Coordinate the district's emergency preparedness program
- Plan, allocate expenses, and expend bond funds on cameras and other safety modifications for each campus and building in the district

Student Attendance

- Oversee the drawing of school attendance zones and boundaries within the district and ensure that students attend schools to which they are assigned in accordance with district policies and procedures
- Oversee the development of policies and procedures relating to student eligibility to attend Deer Park schools
- Assist principals in the development of district procedures designed to improve student attendance
- Oversee the district's efforts to decrease the number of students who drop out of school, including the supervision of the Dropout/Truancy Officer
- Direct the district's policies pertaining to open enrollment and oversee the admittance of all open enrollment applicants to the district

Community

- Serve as liaison for Community Awareness Committee (CAC)
- Serve as liaison for Local Emergency Planning Committee (LEPC)
- Chair Deer Park Police Department for Crime Partnership Committee
- Coordinate all placements outside the district arising from student misconduct or violations of law
- Serve as district liaison with all law enforcement agencies and other outside agencies serving DPSID students

Other

- Coordinate development, revision, and adoption of Student Handbook
- Coordinate development, revision, and adoption of Student Code of Conduct
- Serve as Title IX Officer for the district
- Ensure that the district meets all requirements and is in compliance with Title IX regulations
- Supervise and evaluate the DAEP program
- Continue with professional development, train staff members and be informed at the local, state, and federal levels with all responsibilities listed above
- Perform any duties as directed by the Superintendent of Schools

Mental Demands/Physical Demands/Environmental Factors:

- **Tools/Equipment Used:** Standard office equipment including computer and peripherals
- **Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- **Motion:** Repetitive hand motions, frequent keyboarding and use of the mouse; occasional reaching
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds)
- **Environment:** Frequent prolonged and irregular hours
- **Mental Demands:** Work with frequent interruptions; occasional districtwide travel; ability to communicate effectively (verbal and written); maintain emotional control under stress

Other Information: Fingerprinting: All potential candidates must adhere to and meet the requirements set forth in **Texas Education Code (TEC), Chapter 22, Subchapter C** prior to employment.

Apply To: Applicants are required to fill out an online application at www.dpsid.org and attach/or mail an updated resume and transcripts to the Human Resources Department.

Start Date: July 1, 2025

Days: 226

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

I have read and understand the responsibilities and duties of this position as outlined above.

Printed Name

Signature

Date