



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Assistant Campus Administrator	Job Code:	70032	Job Grade:	F
Reports To:	Campus Administrator or JJAEP Administrator	Pos. No:	Various	FLSA Code:	E
Department:	Juvenile	Loc. Code:	Various	SIC Code:	9131
				WC Code:	8810
Division:	Administrative Services/Education Services	CS Code:	C-JD	EEO Code:	A11

Summary of Functions: Supervises the instructional, operational and administrative program activities at an assigned campus(es) for students enrolled in the Dallas County Juvenile Justice Charter School (DCJJCS) or Dallas County Juvenile Justice Alternative Education Program (DCJJAEP), to ensure compliance with established policies and procedures and all mandated federal, state and local laws and regulations.

Management Scope: Supervises generally five (5) administrative staff and eighteen (18) teachers and teaching support staff, and accountable for approximately thirty-two (32) to two-hundred (200) students daily.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Oversees the day-to-day instructional, operational and administrative program activities at an assigned campus(es) (smaller).	20	E
2. Supervises teaching and support staff, in the absence of the Campus Administrator.	20	E
3. Ensures accurate recordkeeping and assists with the preparation of reports on various subjects, to includes attendance, course grades and enrollment/withdrawal information.	15	E
4. Collaborates with staff to develop and maintain campus improvement programs, and implements yearly performance goals and objectives for each of the Academic Excellence Indicators.	10	E
5. Assists in hiring, training and evaluating staff, and collaborating with appropriate committees to develop recommended activities for professional development.	10	E
6. Interacts with students and/or parents to address concerns, and mediates issues between teachers and students.	05	E
7. Serves as back-up to staff and assumes all duties as necessary, i.e., administering medications, transporting youths to appointments, processing intake assessments or discharges, and disciplining youths. Must be physically able to perform "handling with care techniques, including takedowns, chasing and restraining youth" as outlined in the Texas Juvenile Justice Department	05	E

(TJJD) requirement.

8.	Assists with budget preparation and monitoring, to ensure compliance with budgetary guidelines and fiscal controls.	05	E
9.	Confers with staff to advise, explain or answer procedural questions and resolve issues.	05	E
10.	Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor’s degree from an accredited college or university in Education, Education Administration, or in a job related field of study. One (1) year of professional work related experience in a teaching environment.

Special Requirements/Knowledge, Skills & Abilities:

Texas state teacher certification preferred. Skilled in the use of standard software applications. Ability to effectively communicate, both orally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Knowledgeable of management principles and practices. Requires successful completion of an extensive background investigation. Mandatory drug test prior to and during employment.

- “Position requires working with juveniles who may have committed dangerous/ aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment.”
- An employee may be transferred to another department, shift, location, or facility based on the needs of the Department.
- Working in a 24-hour facility may make the employee subject to working mandatory overtime or remaining on duty and working all, or a part of, an additional shift (“double shift”).
- The incumbent is / may be considered to be ‘essential personnel’ subject to being held over or called back to a work location or alternate site at all times. When required, you will be notified by your supervisor.
- Must be at least 21 years of age (for applicable positions) and must pass all portions (physical/written) of the Juvenile Academy to continue employment or all standards related to PREA and Ethics for specific positions.

Physical/Environmental Requirements:

Standard office environment within a secured facility. May require prolonged sitting, standing, walking and ability to lift and carry up to 25 lbs., unassisted.

Hay Points/Point Factor:

KH: EI3 200 pts, PS: D3 (33%) 66 pts, AC: DIP 87 pts, TTL: 353 pts, KH/PS/AC: 56-19-25, Profile: +2

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 03/05; 02/14;
10/19/2016

Approved by Civil Service Commission on

Date 04/18/05, 6/20/05

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.