



La Joya Independent School District
Human Capital & Talent Development
200 West Expressway 83
La Joya, Texas 78560
Telephone (956) 323-2627

School Board
Julian Alvarez III, President
Anita Chavez, Vice-President
Alyssa Peña, Secretary
Celso Gomez Jr., Member
Dr. Rosalva Hernandez, Member
Dr. Carlos Margo, Member
Jessica Ochoa, Member

Job Title: Chief of Family and Student Services

Wage/Hour Status: Exempt

Reports to: Superintendent

Pay Grade 10: Administrative Education

Dept./School: Family and Student Services

Date Initiated: April 2025

WHO WE ARE

La Joya Independent School District (LJISD) is committed to the success of every student and staff member. With a century-long tradition of excellence in the Rio Grande Valley, we are proud to serve over 22,000 students across more than 30 campuses. Our mission—**Educational Excellence: The Right of Every Student**—drives our work every day.

We are grounded in five district priorities:

1. Customer Service
2. Trust & Transparency
3. High-Quality Instruction
4. Excellence in Leadership
5. Integrity & Accountability

We believe that attracting, developing, and retaining high-quality talent is essential to student success.

WHO ARE WE LOOKING FOR

La Joya ISD is seeking a transformational leader who is deeply committed to equity, student advocacy, and the belief that families are essential partners in education. The ideal candidate for Chief of Family and Student Services will bring a holistic vision for student success that includes not only academics, but also emotional wellness, family stability, school connectedness, and community collaboration.

This individual must possess the strategic thinking, communication skills, and cultural responsiveness necessary to lead in a large, diverse school district. They must understand the complex needs of high-poverty, multilingual, migrant, and mobile student populations and be equipped to create systems of support that are accessible, inclusive, and aligned to La Joya ISD's mission: Educational Excellence: The Right of Every Student.

We are looking for someone who:

- Thinks systemically and can develop scalable models of support for attendance, behavior, family engagement, and social-emotional learning
- Builds trust with parents, students, and school communities through consistent outreach, transparency, and follow-through

Jaime Miller, Chief of Human Capital & Talent Development
Educational Excellence: The Right of Every Student



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- Leads teams with purpose, aligning cross-functional departments (e.g., guidance, truancy, community engagement, migrant services) around shared student outcomes
- Designs innovative programs that go beyond compliance and are grounded in best practices for whole-child development
- Is data-informed, using student attendance, discipline, family engagement metrics, and program feedback to improve services
- Communicates clearly and compassionately with all stakeholders, including school board members, families in crisis, and community organizations
- Understands La Joya ISD's culture of competitive athletics, and is prepared to sustain and elevate that tradition with transparency, high standards, and community involvement
- Understands the La Joya ISD community, respects its history and culture, and is ready to lead with humility and determination
- Manages diverse teams with clarity and compassion, setting clear expectations, providing support, and holding teams accountable to results

The successful candidate will be a champion for students and families—especially those most at risk of disengagement or academic decline—and will ensure that every child in La Joya ISD has access to the support systems they need to succeed both in and beyond the classroom.

WHY LA JOYA ISD

You will be joining a district that is building on a strong tradition of athletic and academic excellence while rapidly evolving to create innovative systems that elevate student outcomes through athletics. As Executive Director, you will receive strategic, targeted support in your leadership journey and have access to high-quality, research-based professional development and resources. La Joya ISD is deeply committed to continuous improvement, data-driven decision-making, and fostering a culture of growth—for our students, staff, and athletic programs.

Qualifications

Education/ Certification

- Master's degree in Education, Social Work, Public Administration, or related field required
- Doctorate in Education, Educational Leadership, or related field preferred
- Valid Texas Mid-Management or Principal Certification (preferred)

Special Knowledge/Skills

- Deep understanding of family and community engagement frameworks in K—12 public education
- Knowledge of truancy, guidance services, out-of-school programs, and state/federal compliance requirements
- Strong leadership in managing cross-functional teams and multiple programs
- Proficiency in data interpretation, stakeholder engagement, and student support program development

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- Bilingual (English/Spanish) preferred

Experience

- Minimum 5 years of campus or central office leadership o Demonstrated success leading community engagement, student support programs, or wellness initiatives in a public education setting

Major Responsibilities and Duties:

Student Services Leadership:

- Serve as the district's executive leader for all student services functions, including guidance, attendance, health, behavior, discipline systems, and student outreach
- Oversee district counseling services, including academic guidance, post-secondary readiness, and mental health support
- Direct districtwide truancy prevention efforts and support student re-engagement strategies in collaboration with principals and courts
- Implement inclusive, trauma-informed practices and behavior intervention strategies aligned with La Joya ISD's student code of conduct

Family and Community Engagement

- Build and sustain authentic partnerships with parents through workshops, surveys, parent conferences, and feedback forums
- Develop district-level parent and community advisory councils, ensuring representation of diverse voices
- Lead community events, town halls, and special initiatives that strengthen home-school partnerships
- Oversee communication strategies that support outreach to multilingual, migrant, and high-transiency families

Program Oversight

- Lead all out-of-school programming, including before/after school programs, summer camps, tutoring, and extended day enrichment
- Oversee services for specialized student populations (e.g. Migrant, foster, homeless) and ensure compliance with state and federal requirements
- Coordinate the McKinney- Vento program and emergency assistance networks in collaboration with social services and community outreach staff

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Athletics Oversight:

- Direct the district's athletics programs, ensuring alignment with UIL guidelines, district priorities, and La Joya ISD's culture of excellence
- Ensure equitable access to competitive athletic opportunities for all students, including middle school and underrepresented student groups
- Supervise the Executive Director of Athletics, monitor program performance, coach development, budget alignment, and student- athlete supports
- Partner with academic services to ensure student- athletes meet graduation, NCAA, and postsecondary readiness benchmarks
- Oversee resource allocation and capital improvement planning for athletic facilities and equipment

Integrity & Community Collaboration

- Partner with local nonprofits, businesses, higher education institutions, and public agencies to provide wraparound support services
- Coordinate emergency response support in collaboration with school police, health providers and community resource centers
- Monitor and report student services data (e.g. attendance, discipline) and use insights to inform policy and resource allocation

Supervisory Responsibilities:

Supervise and evaluate department leaders including directors, executive directors and coordinators over:

- Attendance and Truancy
- Family and Community Engagement
- Migrant and McKinney- Vento Services
- Out-of-School Programs
- Health Services
- Athletics (via Executive Director of Athletics)
- MTSS/ Behavior
- Provide coaching, support, and accountability to ensure alignment with district goals and priorities
- Oversee development of departmental improvement plans, program evaluations, and compliance with federal/ state mandates
- Collaborate with Human Capital on hiring and evaluation of staff
- Lead cross- functional coordination to ensure services are student- centered, data- informed, and effectively integrated across campuses



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Working Environment:

- Primarily district office- based with frequent campus and community site visits
- Regular collaboration with external agencies, families, and La Joya ISD leadership
- Moderate noise level; fast- paced and service- oriented environment

Physical and Mental Demands:

- Frequent sitting, standing, walking, and interaction across sites
- Prolonged computer use and frequent travel within the district
- High- volume workload with competing deadlines
- Ability to maintain emotional control and decision- making clarity under stress

Position Working Days: 226

Employee's Signature: _____ Supervisor's Name: _____

Employee's ID: _____ Supervisor's Signature: _____

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