

ASSISTANT SUPERINTENDENT (STUDENT SERVICES)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the Superintendent, directs, supports plans, organizes, coordinates and administers a variety of educational related categorical and special projects, services, functions and activities. Reviews categorically related grants and special projects, oversees special and categorical projects as assigned. Reviews, monitors and directs the District's multi-tiered system of support.

ESSENTIAL JOB FUNCTIONS:

- Cooperates with other staff to accomplish the District's priorities and expectations
- Supervises and evaluates the performance of assigned staff
- Supervises Director II (Early Childhood Education), Director II (Bilingual), Director II (Psychological Services/Special Education) and District Compliance Teacher
- Coordinates with Assistant Superintendent (Curriculum/Technology) to supervise Director I (Progress and Performance)
- Assists with supervision and evaluation of intervention staff in conjunction with site principals
- Provides education and leadership to RTI/Program teachers and middle school counselors
- Conducts and attends meetings, resolve ad-hoc problems, provide directives and guidance for staff, District personnel, and the public
- Prepares and maintains a variety of narrative and statistical reports, records and files
- Communicates with other administrators, District personnel and members of the public to coordinate activities, resolve issues, and exchange information
- Prepares applications, reports, and documents for submission to the Local, State and Federal Agencies
- Plans, implements, evaluates, develops the Local Control Accountability Plan
- Plans, implements, evaluates, and reports on all required state and federal funding projects
- Develops budgets and direct purchases; Federal and State projects, Consolidated Application and Local Control Accountability Plan
- Develops policies in compliance with federal and state regulations and codes
- Oversees the District's Funded Programs, including the Migrant Program, Compliance Program Monitoring, District Advisory Committee/School Site Council, Program Improvement, LEA Plan and School Plans, and School Accountability Report Cards
- Coordinates with Assistant Superintendent (Curriculum/Technology) to oversee Instructional Rounds and Summer School
- Coordinates, reviews, and monitors the district's multi-tiered systems of support
- Assists in training of staff as related to intervention
- Coordinates before and after school intervention programs
- Organizes, implements, and monitors professional development and curriculum for special education and intervention
- Oversees GATE program
- Participates in other activities necessary to enable students and the district to accomplish objectives
- Performs other duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS:

- Ability to understand and interpret laws, rules and regulations relating to state and federal programs

- Ability to counsel and advise management and all levels of staff in sensitive issues and courses of action
- Mastery skill in communicating orally and in writing, with large and small audiences
- Ability to administer programs
- Mastery skill in working in both authority and non-authority relationships with others on a routine basis
- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to follow oral and written directions
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally
- Possess a valid and appropriate California State Driver's License

KNOWLEDGE OF:

- Budget preparation and control
- Oral and written communication skills
- Principles and practices of management
- Applicable laws, codes, regulations, policies and procedures
- District organization, operations, policies and objectives
- Modern office management and procedures

SKILL AND ABILITY TO:

- Plan, organize, control and direct the functions of Multi tiered systems of support
- Coordinate and work with professional staff, parents, and community groups
- Assess effectiveness of programs
- Develop, interpret and monitor division and program budgets and evaluate and compare costs associated with the delivery of services
- Establish and maintain effective working relationships with the staff and the public
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Coordinate the completion of a number of tasks simultaneously in order to meet internal and external deadlines
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work
- Prepare comprehensive narrative and statistical reports
- Supervise and evaluate the performance of assigned staff
- Operate and use District business systems and equipment

WORKING CONDITIONS:

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL FUNCTIONS:

- Sit and stand for extended periods of time.
- Reach in all directions.

- Ability to lift 25 pounds maximum and carry objects weighing 15 pounds.
- Bend, twist, kneel and stoop.
- Write legible reports.
- Read notes, memos and printed material.
- Speak clearly and communicate effectively.

EDUCATION AND EXPERIENCE:

- Five (5) years of teaching experience
- Three to five years increasingly responsible educational management experience preferred
- A Master's degree in education or public administration or related field from an accredited university or college

WORK YEAR:

260 Days

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

*Update: October 11, 2016
Update: August 12, 2014
Board approved: June 9, 2009*