

JOB DESCRIPTION

TITLE: Assistant Superintendent, Student Support Services
CLASSIFICATION: Certificated Management
REPORTS TO: Superintendent

DESCRIPTION:

Under the direction and supervision of the Superintendent, the Assistant Superintendent directs the planning, development, organization, management, direction, and implementation of all aspects of Special Education and Student Services which include Discipline, School Safety, Counseling Services, Attendance, Social Work and Alternative Education/Educational Options. Additionally, serves as the Superintendent's designee for the Tri-Valley SELPA.

PERFORMANCE RESPONSIBILITIES:

- Provides overall management direction in matters relating to the implementation of Special Education, Student Services, and Alternative Education/Educational Options program objectives
- Prepares and manages the annual Special Education budget
- Prepares and manages the annual Student Services budget
- Provides leadership in matters relating to student discipline, attendance, alternative education, restorative practices and school safety
- Reviews program, budget and staffing plans prepared by Special Education staff to ensure compliance with local, state and federal regulations
- Provides direct oversight of the development and implementation of Alternative Education/Educational Options Programs
- Establishes and implements uniform standards and procedures for organization, clerical staffing and performance of duties for Special Education, Student Services, and Alternative Education/Educational Options staff
- Coordinates and facilitates the development of cooperative efforts between schools and other community agencies in providing direct services to students and families
- Develops and implements programs that ensure trauma informed practices in schools
- Provides for the establishment and maintenance of a management information system to collect required data, including IEP's and 504 Plans
- Chairs, conducts and supervises discipline and attendance hearings to ensure due process in all cases
- Guides, directs, advises and participates in serious discipline processes and problems, including student suspension and expulsion cases
- Works directly with the Assistant Superintendent, Human Resources in the selection and assignment of personnel to ensure that staffing allocations, recruitment, transfers and disciplinary action are achieved in a fair and professional manner

- Works collaboratively with the Assistant Superintendent, Educational Services in the selection, implementation, and evaluation of curriculum and professional development for the Special Education, Student Services, and Alternative Education/Educational Options Programs.
- Continually monitors student achievement, using multiple sources of disaggregated data and recommends actions and initiatives to foster continuous improvement in student achievement
- Supervises the development, implementation and evaluation of professional development programs for professional and other instructional personnel
- Ensures that all funds under the Assistant Superintendent, Student Support Services are used in an effective and timely manner, consistent with District programs and objectives
- Serves as District representative to the Tri-Valley Special Education Local Plan Area
- Works on behalf of the District to respond to parent/guardian complaints
- Oversees school safety and security programs including Probation Officers, School Resource Officers and the District's Safety Committee
- Provides timely and effective communications regarding incidents and/or situations which might impact the District, its divisions or schools
- Performs other duties as assigned

QUALIFICATIONS:

1. Administrative Services Credential, or ability to obtain a California Administrative Services Credential
2. Knowledge of educational disabilities and the effects of trauma, as well as their impact on student learning and behavior
3. Knowledge of laws, rules regulations, court decisions pertaining to Special Education and Student Services, Due Process, Suspension/Expulsion, Attendance
4. Knowledge of public information principles and techniques
5. Site experience as an administrator is desired

ABILITY TO:

1. Plan, organize, develop and coordinate the activities of broad range of programs
2. Implement collaborative practices and de-escalation strategies
3. Ensure that programs and activities are carried out in compliance with local, federal and state requirements
4. Serve as a liaison with a variety of community and governmental organizations
5. Prepare effective oral and written reports
6. Work with various attorneys in developing legal documents
7. Make effective public presentations

EDUCATION AND EXPERIENCE:

1. Master of Arts or advanced degree from an accredited college or university

2. Minimum of three (3) years teaching experience
3. Five (5) years of administrative experience in pupil personnel or special education or combination of both, or equivalent combination of education and experience
4. Pupil Personnel Services Credential (preferred)
5. Administrative Services Credential, or ability to obtain a California Administrative Services Credential

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

PHYSICAL REQUIREMENTS:

Consistent mental alertness; walking, standing, walking or sitting for extended periods of time, sufficient mobility to move about the District Office and other sites as required, ability to speak with/without assistive devices sufficient to communicate effectively with others, see to view a computer monitor and read a variety of materials

TERMS OF EMPLOYMENT:

220 Days, Senior Management Contract

BOARD APPROVED: 8/22/17