



POSITION DESCRIPTION: Assistant Superintendent of Student and Family Services

Salary Grade: Unscheduled Management

Division: Student and Family Services

FSLA Classification: Exempt

Bargaining Unit: None

Work Year: 225 days

Reports to: Superintendent

Board Approval Date: Pending

Primary Function:

The Assistant Superintendent reports to the Superintendent and provides leadership in the supervision of student and family services.

The Assistant Superintendent serves as a member of the Superintendent’s Cabinet and brings to those bodies, matters relating to long-range planning and necessary policy changes.

The Assistant Superintendent serves as the main contact, coordinator, and administrator in the implementation and monitoring of federal, state and District mandates for special education services, Child Welfare and Attendance, State and Federal Programs, and after-school Childcare programs. The Assistant Superintendent acts as the main District liaison with the Sonoma County SELPA, Sonoma County Office of Education and surrounding districts for these programs. The Assistant Superintendent of Student and Family Services supports the Superintendent by acting as a liaison to the community and outside agencies.

Essential Job Functions include, but are not limited to the following:

- Serves as a member of the Superintendent’s cabinet; assists the Superintendent in implementing the Board’s adopted strategic plan and in articulating a vision for the District’s program.
- Prepares reports and makes recommendations as appropriate, and interprets Board Policy for management and non- management employees
- Evaluates and supervises site and district administrators
- Supports and monitors the implementation of effective special education programs, student wellness strategies and LCAP Implementation at all schools
- Supports and monitors the implementation of effective special education programs, teaching strategies at all schools. Oversees curriculum, professional development, and evaluation & student assessment
- Oversees the District’s Restorative Practices program
- Develops Local Control Accountability Plan with the implementation of the district LCAP goals
- Organization and oversight of student support services including student safety, enrollment management planning and projections, wellness and mental health services, nursing services, elementary counseling and mental health services, student discipline and prevention services, homeless and foster care youth, student attendance and welfare, preschool programs, district

after school childcare programs (before/after school childcare), student safety crisis management, and student records

- Works collaboratively with all District departments to coordinate and align support services to schools
- Collaborates with other District departments to resolve student issues related to placement transfer, discipline, complaints, appeals, investigations, and litigation
- Primary responsibility for implementing, monitoring and meeting all federal, state and laws and Board policies for student discipline and attendance
- Works collaboratively with the cabinet to implement staffing, programs, and new school implementations
- Develops and prepares an annual budget for the assigned area: analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines
- Responsible as the designated District Custodian of Records
- Responsible for the Elementary Counselors and Co-responsible for Secondary Counselors
- Assists the Superintendent in the implementation of the Multi-Tiered Systems of Support
- Supports the implementation of the new graduation requirements and co-teaching
- Oversees and manages any grants that the district participates
- Assumes responsibilities for professional growth and development, keeping current with literature, new research findings, and improved techniques; attend appropriate professional meetings.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

Minimum Requirements

- Ability to pass Department of Justice (DOJ) fingerprint clearance.
- Within 60 days of hire, provision of TB (tuberculin) clearance.

Licenses/Certifications

- A valid Driver's License.
- Appropriate California Administrative Services Credential.

Education and Experience

- College degree in special education or in an area of related education. Master's Degree in Special Education, or related field, is highly desirable in a combination of any of the elements below:
 - 3-5 years of experience in providing special education service.
 - 3-5 years of experience as a classroom teacher
 - 3-5 years of experience as a special education administrator.
 - 1-5 years of experience working at the district level
 - Experience working independently and in a team-oriented, collaborative environment.
 - Strong background in special education law, student attendance law, and student discipline

Abilities

- Ability to develop and set high standards for the emotional and academic success of all students
- Ability to work effectively with an informed, involved and educated district community

- Ability to develop mutual trust and respect among stakeholders
- Ability to build positive relationships and collaborate with diverse groups
- Ability to provide direction and build leadership capacity among district staff
- Ability to make and communicate difficult decisions
- Ability to practice and maintain fiscal responsibility
- Ability to communicate in a clear and concise manner and encourage open dialogue
- Ability to assess and evaluate the quality of educational programs and services
- Ability to make effective decisions using sound professional judgment
- Ability to resolve conflicts in a timely manner with positive results
- Ability to multi-task, set priorities and meet deadlines
- Knowledge of student support services best practices in special education and tiered supports
- Knowledge of California State Education Code and legislation, and federal laws as they relate to public education and students in school.

Working Conditions

- Office environment as well as school sites and classrooms.
- Hours may vary to meet district and student needs.
- Some local and out-of-county travel may be required for the purpose of meetings, events, and other activities.

Physical Abilities

- Sitting for extended periods of time.
- Walking for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices.
- Able to lift up to 25 pounds.