



ASSISTANT SUPERINTENDENT, STUDENT SERVICES

BASIC FUNCTION:

Under the direction of the Superintendent, plan, organize, control and direct the functions of the Student Services department; formulate and develop student service systems, policies, standards and procedures in compliance with a variety of federal, State and local laws, rules and regulations; serve as a member of the Superintendent's Cabinet; supervise and evaluate the performance of assigned personnel.

ESSENTIAL JOB FUNCTIONS:

Plan, organize, control and direct the overall activities and operations of the Student Services division; oversee and direct a variety of divisions within the Student Services department including Pupil Personnel Services, Student Services and Child Welfare and Attendance, Security Services, Alternative and Adult Education, Mental Health Services, and CIF activities, policies and procedures.

Formulate and develop student support systems, policies, standards and procedures in compliance with a variety of federal, State and local laws, rules and regulations; coordinate department management and personnel, information and resources to assure student events, services, organizations and departments run smoothly and efficiently.

Serve as a member of the Superintendent's Cabinet; review Board agenda items; prepare and review materials and reports for the Board.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; oversee division personnel activities and approve employment decisions; assign employee duties and review work to assure compliance with established guidelines, requirements and procedures.

Provide technical assistance and serve as advisor to the Superintendent regarding assigned department and activities; serve as liaison between the school districts, governmental agencies, State Department of Education and others to communicate information and develop departmental programs.

Serve as representative at various meetings, conferences and public events; make presentations and speak to groups and audiences regarding department activities and operations; serve on committees and represent the Superintendent as needed.

Participate in a variety of planning and negotiating activities with various internal and outside personnel and agencies; collaborate with department Supervisors to provide support and monitor division activities for compliance with goals and missions.

Direct the development and preparation of the annual preliminary budget for the Student Services department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Coordinate activities with internal departments and personnel as required; collaborate with administrators, directors, coordinators and teachers as needed to complete department activities.

Prepare and maintain a variety of reports and documentation related to department activities; oversee



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the preparation of board and end of year reports, enrollment projects and related records and budget reports; assure department Directors conduct evaluations accurately and oversee the collection of related records.

Operate a variety of office equipment, a computer and other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings related to Educational Services as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the overall activities and operations of the Student Services department.

Applicable sections of the State Education Code and other applicable laws.

Board policies and procedures.

Suspension and expulsion due process laws and procedures.

Applicable new legislation and regulations.

CIF rules and regulations and officiating rules and regulations.

Special Education and student services laws and regulations.

Principles of public and community relations.

Organizational operations, policies and objectives.

Bargaining unit contracts and salary schedules.

Advanced budget preparation, maintenance and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public speaking techniques.

Technical aspects of field of specialty.

Public relations techniques.

ABILITY TO:

Plan, organize, control and direct the overall activities and operations of the Student Services department.

Formulate and develop student support systems, policies, standards and procedures in compliance with a variety of federal, State and local laws, rules and regulations.

Supervise and evaluate the performance of assigned personnel.

Provide technical assistance and serve as advisor to the Superintendent regarding assigned Departments and activities.

Lead group planning activities.

Make presentations to large groups and to the Board of Education.

Administer District student services programs.

Create Board agenda items.

Plan major programs and related funding.

Plan and conduct large and small meetings.



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Effectively resolve conflicts between employee and parent concerns.
Represent the District at various meetings, conferences and public events.
Accept and carry out responsibility for direction, control and planning.
Communicate effectively both orally and in writing.
Analyze, evaluate and assimilate complex technical data and administrative problems and prepare sound policy and procedural recommendations based on such information.
Interpret and administer statutes, regulations and policies and analyze and evaluate administrative and technical literature.
Communicate effectively both orally and in writing.
Operate a computer and assigned office equipment.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read printed matter and computer screens.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

EDUCATION AND EXPERIENCE:

Professional

Required: Master's Degree in education, public administration or related field. Seven years increasingly responsible experience in a public-school setting, including three years of school district or site level management experience.

Personal

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

CREDENTIAL

Must possess a Clear Administrative Services Credential.

Must possess a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

HAZARDS:

Exposure to dissatisfied or abusive individuals.