

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Assistant Superintendent, Special Education Services	REPORTS TO:	Superintendent
DEPARTMENT:	Special Education	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-31/Management Salary Schedule

(Former Classification: Assistant Superintendent Special Education)

BASIC FUNCTION:

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students; develop and lead a service-oriented department to support schools, school site leaders, and instructional staff; collaborate with the Assistant Superintendents of Schools to develop and integrate comprehensive and effective educational services to provide students access to high quality learning options to stay in school on target to graduate; provide leadership and direction to the Director for SELPA to ensure timely delivery of high quality services to students, families and the staff; supervise and evaluate the performance of assigned personnel and provide clear, constructive feedback to improve staff effectiveness.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students. *E*

Plan, develop and lead a service-oriented department to support schools, school site leaders, and instructional staff; work interactively with all District's stakeholders to accomplished stated goals. *E*

Collaborate with the Assistant Superintendents of Schools, site leaders and department leaders to develop and integrate comprehensive and effective educational services to provide students and families access to high quality learning options and activities in support of students achieving their personal best. *E*

Provide leadership and direction to the Director of SELPA in support of professional learning and ensure the timely delivery of high quality services to students, families and the staff. *E*

Work in partnership with the Director of SELPA to establish and maintain a strong and collaborate relationship with the Community Advisory Committee (CAC); oversee the District's program with the Community Advisory Committee and related agencies in the program and SELPA activities. *E*

Plan, organize, control, direct and evaluate a variety of programs, projects and activities related to the Special Education Services program for the District to meet the needs of sites in support of student achievement. *E*

Provide technical expertise regarding assigned functions; formulate and develop effective policies and procedures to accomplished stated goals; develop and evaluate programs for Special Education students to ensure the effectiveness of the services provided. *E*

Develop, plan and implement strategic long and short-term plans and activities; provide leadership to the goal-setting process to expand practices proven to raise student achievement. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; provide for appropriate research and compile reports for State and Federal agencies. *E*

Communicate with other department administrators, District personnel and program personnel to coordinate activities and programs, resolve issues and conflicts and exchange information; ensure proper implementation and clear communication of program activities with the instructional area personnel. *E*

Monitor district-wide 504 services, implementation and protection of student rights. *E*

Supervise and evaluate the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Attend or chair a variety of meetings; represent the District in collaborative/partnerships/task forces with the City, County, human service agencies, institutions of higher education, business/industry, and judicial and law enforcement agencies as assigned by the Superintendent or designee. *E*

Develop, prepare and submit for approval the annual budget for Special Education Services; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District. *E*

Review current applicable legislation and include the number of the bill, status in the legislative process and possible program and/or fiscal impact; ensure compliance with various laws and regulations. *E*

Create District awareness of the political arena surrounding Special Education Services in support of improving learning and teaching in classrooms to eliminate the achievement gap. *E*

Be accountable and hold administrators, teachers, and students accountable for increasing student achievement; value risk taking and innovation in support of performance improvements throughout the District. *E*

Represent the District on behalf of the Superintendent and Board of Education with District's staff, families and students and when appropriate, with local, state and national levels. *E*

Visit school sites and classrooms on a regular basis to identify best practices and ensure effective academic program implementation to meet the needs of students, families and staff. *E*

Perform related duties as assigned by Superintendent or designee.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: advanced degree and seven years increasingly responsible supervisory and management experience, or at least three years providing direct services to students in a K-12 setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license or valid California Administrative Services Credential; valid Teacher's Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of a major Special Education program.
- Accurate budget preparation and control.
- Current educational principles and practices.

Educational programs, curriculum and instructional practices.
School plant operations and appropriate supportive services required to ensure operational effectiveness.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Operation of a computer to enter data, create documents and generate reports.
Labor Relations law and employee contracts.
Principles and practices of management.
Applicable laws, codes, regulations, policies and procedures.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Blend analysis, knowledge, and insight to effectively assess and employ information to enhance personal and organizational performance.
Create competitive and breakthrough strategies and plans to take full advantage of the changing environment.
Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
Attend District program meetings which may be held at different sites.
Work collaboratively and build positive relationships with a diverse range of stakeholders.
Demonstrate leadership to all stakeholders by inspiring, collaborating and motivating others to reach a common goal.
Ability to translate theory into action.
Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
Remain current on trends and development in the education field.
Demonstrate loyalty and high ethical standards.
Exercise judgment and discretion in interpreting and applying policies and legislation.
Communicate, understand and follow both oral and written directions.
Interpret, comprehend, apply and explain rules, regulations, policies, procedures and legislation.
Analyze legislation accurately and adopt an effective course of action.
Plan and organize work to meet schedules and time lines.
Prepare comprehensive narrative and statistical reports.
Learn new or updated computer systems/programs to apply to current work.
Work independently with little direction and many interruptions.
Supervise and evaluate the performance of assigned staff.
Hold administrators, staff, and students accountable.
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Travel, office environment; driving a vehicle to conduct work; occasional contact with dissatisfied individuals; fast-paced work, constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies and other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions