



3477 School Street  
Lafayette, California 94549

## **ASSISTANT SUPERINTENDENT FOR STUDENT SUCCESS**

### **THE POSITION**

The Lafayette School District has retained Consultants Jim Brown and Eric Andrew, Ed.D. of Leadership Associates to assist the Superintendent in filling a new position, Assistant Superintendent for Student Success. They will be assisted by Ms. Penny Pyle, executive assistant for Leadership Associates.

The District invites highly qualified educational leaders to apply for the position.

Under the direction of the Superintendent, the Assistant Superintendent for Student Success will oversee elements of student success that are critical to achieving the District's mission and vision for its students, especially in the areas of Character and Wellness, and Global Perspectives, with a primary role to provide strategy and vision for the District's special education program.

The Assistant Superintendent will lead the District in the following areas: Social Emotional Learning (SEL) and curriculum; diversity, inclusion, equity and belonging, and implementing the Board's racial equity policy; chairing the wellness committee and developing a multi-year plan; overseeing mental health approaches for all students; supporting a Multi-Tiered System of Support in all areas, with a special focus on social emotional and behavioral tiered supports; directing District efforts on attendance, chronic absenteeism and truancy, and any ongoing changes in enrollment, attendance accounting, or engagement tracking; curricular or co-curricular programs aligned with the District's strategic plan. Direct reports will include the Director of Special Education and the District's School Nurse, with additional positions possible as the District builds out its SEL program.

### **Job Characteristics**

The position will be a member of the "cabinet" of the Superintendent, and expected to attend weekly meetings, all Governing Board meetings, and represent the District to both internal and external stakeholders on the District's special education programs and on social emotional learning and related student wellness topics. The position will work collaboratively with site administrators to ensure district-wide implementation of SEL and wellness programming, as well as working with the Director of Student Services (Special Education) to set direction for special education instruction and services.

### **Duties and Responsibilities**

**Special education:** Develop long term mission, vision, and plan for deepening the quality and rigor of special education programs; develop district-specific policies and procedures; support director in day-to-day duties and problem solving; build periodic cost analysis of programs for evaluative purposes.

**Wellness:** Chair and convene wellness committee; develop a multiple-year plan in tandem with the committee; identify optimal resources and work with business services to secure available resources; build infrastructure to collect student wellness data.

**Diversity, Equity, Inclusion and Belonging (DEIB):** Assistant Superintendent with district-wide DEIB committee; build annual and periodic reporting on progress against district goals; implement reporting procedures for racial incidents at all campuses; work with Assistant Superintendent of Curriculum and Instruction on racial equity in curricular approaches.

Social Emotional Learning: Support and deepen the delivery of SEL curriculum at all four elementary schools and middle school with an eye to articulation; identify opportunities for teacher professional development and support classroom-by-classroom improvements in delivery and support of SEL; implement a Multi-Tiered System of Supports (MTSS) approach with tiered interventions for SEL and behavior.

Attendance and chronic absenteeism: Ensure best practices are in use throughout the District to encourage attendance on a positive basis, record and respond to issues of absenteeism, and improve performance if highlighted in the state dashboard for District-wide attendance or any school or subgroup performance.

## **QUALIFICATIONS**

### **Knowledge of:**

All domains of student experience, including special education, an MTSS framework to support students, SEL and linked curriculum, student wellness issues, diversity and inclusion work, experience and interest in managing attendance issues, record-keeping, and compliance.

### **Ability to:**

Communicate in writing and presentation effectively, respond promptly to inquiries, manage time effectively and juggle priorities, engage in dialogue with executive colleagues in the District, work with employees and families from diverse backgrounds across the District, build long-term plans for success, understand the student experience.

## **EDUCATION**

- Valid California Multiple or Single Subject Credential and a minimum of five years of teaching experience
- Valid California Administrative Credential
- Valid Special Education Credential strongly preferred
- Masters Degree preferred

## **PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **EMPLOYEE REQUIREMENTS**

- Fingerprints clearance
- Negative TB Test
- Valid California driver's license

## **SELECTION PROCESS**

This is an open until filled selection process. Interested candidates are requested to submit an application as soon as possible. Leadership Associates consultants are prepared to answer questions from interested candidates regarding the search process. They will review applications, conduct reference checks on qualified candidates, recommend candidates to the Superintendent for interviews, and extend invitations to participate in an interview with the

Superintendent and his immediate staff. This may occur at any time during the application process. Candidates are requested not to contact the Superintendent directly regarding any aspect of the selection process. Finalists will have an opportunity to familiarize themselves with the community and schools.

## **SALARY**

CLASSIFICATION: Administrative Salary Schedule.

## **APPLICATION REQUIREMENTS**

To be considered, the candidate must provide:

- A letter of application
- A fully completed application form
- A resume
- Three letters of recommendation
- Five professional references
- Verification of degrees and credentials (finalists only)

*All materials will be acknowledged and treated confidentially.*

*Lafayette School District is an Equal Opportunity employer.*

## **APPLICATION PROCESS**

To request application materials for the Lafayette School District Assistant Superintendent for Student Success position visit [www.leadershipassociates.org/active-searches](http://www.leadershipassociates.org/active-searches) and select Lafayette School District.

For other inquires contact Penny Pyle, Executive Assistant, at [ppyle@leadershipassociates.org](mailto:ppyle@leadershipassociates.org).

**Position is opened until filled. Candidates are encouraged to apply as soon as possible. Applications will not be accepted after 5:00 PM on May 25, 2021.**

**Consultants:  
Jim Brown and Eric Andrew**

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