



## *Sequoia Union High School District*

### Job Description

### ASSISTANT SUPERINTENDENT OF STUDENT SERVICES

#### BASIC FUNCTION:

Under the direction of the Superintendent, the Assistant Superintendent of Student Services provides leadership and management in the administration and evaluation of the overall functions of the child welfare and attendance services, health and prevention services, student discipline and placement, parent engagement activities, before and after school services, school safety, student support services and enrollment. The Assistant Superintendent of Student Services will provide leadership and vision to coordinate and monitor systems and programs which are designed to ensure a safe and enriching environment in order to support the academic growth of all students.

The Assistant Superintendent of Student Services is responsible for all aspects of Student Services programs of the district; assures compliance with laws, codes, and regulations related to Student Services, evaluates assigned personnel; and performs related works as required.

#### DUTIES AND RESPONSIBILITIES:

- Advises the Superintendent in all matters related to the areas of responsibility. Interpret, maintain and monitor compliance with Board policies and administrative regulations pertaining to areas of responsibility.
- Coordinate with the Assistant Superintendent of Education to provide oversight, vision, and strategic implementation of actions to improve student achievement for the effective operations of the District.
- Provide supervision and evaluation of Directors and Coordinators in the areas of student services, health services, parent programs, enrichment programs, intervention and prevention services, centralized enrollment programs and safety programs, including services related to Covid 19.
- Address and respond to all parent complaints.
- Implement the Superintendent's Action Plan and Board Goals to improve student outcomes, instructional practices, school operations and management, and leadership development.
- Prepare timely and concise reports to the Superintendent and the Board of Education including comprehensive and financial data for all aspects of department.
- Develop and monitor alternative services to meet the needs of all students.
- Guide the districts effort in advancing racial, gender identity, and sexuality equity in order to ensure all students are welcomed in a safe environment.
- Work to employ educators with personal or professional development experience/training in identifying, learning, facilitating, and/or implementing best practices related to diversity, equity, and inclusion.
- Works to employ multilingual educators with experience teaching in diverse and underserved communities.
- Responsible for developing, organizing and implementing all programs related to student services, alternative programs, discipline, child welfare and attendance, parent programs, health programs, centralized enrollment programs.
- Monitor and develop programs to ensure a safe environment for all students.

- Design, lead, coordinate and implement the District Multi-Tiered Student Support System and coordinated with district Principal's and the Assistant Superintendent of Educational Services.
- Maintain and serve as a liaison between the district and the Redwood City Police Department, the Probation Department, the Sherriff's Department, County Health Services and other community agencies.
- Communicate and work effectively with internal and external stakeholders by working on development of partnerships with educational and community organizations.
- Collaborate with outside agencies to maximize resources in the community and create more options through variety of services to address the needs of our students.
- Develop and monitor accountability of progress of department to meet district goals.
- Serve as custodian of records.
- Oversee the implementation of safety training for personnel.
- Provides support to foster a culture that motivates teachers and administrators to perform at the level of excellence necessary to improve student achievement and narrow the achievement gap between racial, ethnic, and economic groups.
- Oversees District Nurses in the administration of district health services.
- Develop and supervise the implementation of procedures for the custodianship of student records.
- Monitor and implement the Medi-Cal Administrative Programs.
- Work with Human Resources to make recommendations for the selection, assignment, evaluation and transfers of personnel.
- Research, prepare agenda items and make presentations to the Board of Education as assigned.
- Direct professional development for site administrators in areas of responsibility.
- Oversee the district enrollment process.
- Expand and implement programs related to mental health services.
- Implement climate safety programs to increase student safety.
- Perform additional duties as assigned by the Superintendent.

### **EDUCATION AND EXPERIENCE:**

Graduation from an accredited college or university with a minimum of a Bachelor's degree or equivalent education, an appropriate administrative credential, plus five years of increasingly responsible experience demonstrating a knowledge of student services, parent support and health programs.

### **LICENCES AND OTHER REQUIREMENTS:**

None.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Budget Preparation and Control

Planning, organization and direction of Student Services, Parent Engagement, health programs, enrollment, safety programs, parent resources hub, discipline and alternative student support programs.

Working knowledge of software programs related to Student Services and management of data.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Presentation skills.

**ABILITY TO:**

Plan, organize and administer programs related to student services, alternative programs, and enrollment, safety, parent engagement, parent resource hub and discipline.

Supervise the performance of assigned personnel.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationship with others.

Analyze situations accurately and the ability to adopt an effective course of action.

Meet schedules and timelines.

Work independently.

Prepare comprehensive narrative and statistical reports.

Maintain consistent, punctual and regular attendance.

Work effective, with parents and community agencies.

Expand and develop services to address student needs.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.

Constant interruptions.

Varied daily interactions with school site administrators.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Vision to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

**OVERTIME STATUS:**

This position is designated Management under the provisions of EERA.

This position is designed overtime exempt and senior management under the provisions of the Education Code.