



LAKE ELSINORE UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Assistant Superintendent	REPORTS TO:	Superintendent of Schools
DEPARTMENT:	Student Support Services	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR:	222 Days
SALARY RANGE:	Cabinet Salary Schedule		

JOB PURPOSE STATEMENT:

Under the direction of the Superintendent, the Assistant Superintendent of Student Support Services provides leadership and management in the administration and evaluation of the overall functions of Special Education Services, Mental Health Services, Child Welfare and Attendance, health services, student discipline, District safety and student services. The Assistant Superintendent of Student Services serves as a member of the Superintendent’s Cabinet and participates in overall District planning, decision making and operation.

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

ESSENTIAL JOB FUNCTIONS (E):

- Provides leadership, support, supervision of Special Education, Mental Health, Child Welfare and Attendance, health services, student discipline, district safety and student services;
- Responsible for developing, organizing, and implementing all programs related to Special Education, Mental Health, Child Welfare and Attendance, health services, student discipline, district safety and student services;
- Provides leadership, assistance, and direction to site administrators in the supervision and evaluation of Special Education programs;
- Provide leadership and assistance in the areas related to student attendance and chronic absenteeism;
- Provide leadership and support to site administrators in the implementation of District policies and legal mandates related to Special Education, Student Attendance, Student Discipline and Due Process matters;
- Maintain thorough knowledge of legal mandates related to Special Education, Student Attendance and Student Records;
- Design, lead, coordinate, implement and expand the District Multi-Tiered System of Support specific to behavior and social emotional learning;
- 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;
- Expand and implement programs related to mental health services;
- Works cooperatively with site and District administrators to ensure the effective integration of student support services within general and special education programs;
- Provides leadership and expertise in forming, guiding, and counseling District committees, groups, councils, and advisories for assigned areas of responsibility;
- Communicates with all District Stakeholders and other agencies and organizations to coordinate activities, programs, resolve issues and conflicts and facilitate the efficient use of resources;

- Develops and implements plans of action to increase enrollment, student attendance, reduce dropout rates, provide for additional inclusive instructional settings for low incidence student populations to meet career and college needs of all students;
- Responsible for overseeing, compiling, maintaining, and filing all State reports, and other documents required by the State regarding all programs under the student services umbrella;
- Develops and administers budgets for all areas of responsibility;
- Establishes a climate within the Division that is conducive to appropriate conduct, performance, attitude, job satisfaction, and service orientation;
- Delegates functions and responsibilities to qualified assistants (if applicable) in such manner that the total program operates effectively;
- Supervises and evaluates division personnel and plays a key role in the selection, placement, and professional development for all staff within the division;
- Maintains the confidentiality of information used in personnel issues and/or District functions;
- Establishes a communication network with other District/County-wide job a likes;
- Ensures that visitors, including administrators, staff, parents, and the public are received by department staff members utilizing optimal customer service;
- Conducts meetings/conferences with faculty, staff, parents, and other community representatives;
- Serves as a member of the Superintendent's Executive Cabinet; attends all Executive Cabinet and Cabinet meetings;
- Serves as Superintendent's designee when assigned;
- Attends all meetings of the Board of Trustees, legal symposiums and other meetings/conferences as requested;
- Research, prepare agenda items and make presentations to the Board of Trustees as assigned;
- Leads and supervises other management personnel as assigned;
- Administers the Collective Bargaining Agreements;
- Works independently, establishes and maintains project deadlines, manages multiple projects, works with a variety of individuals and groups, communicates orally and in writing, and travels to various locations;
- Performs other duties as assigned.

JOB REQUIREMENTS: QUALIFICATIONS

Knowledge of:

- Programs related to speech and hearing, learning handicapped, severely handicapped, autism spectrum disorders, preschool, SDC, RSP and adaptive physical education program
- Comprehensive knowledge of applicable state and federal laws, regulations, Education Codes, and compliance requirements governing special education programs, child welfare and attendance in California
- District policies and procedures and laws related to discipline, suspension, expulsion and involuntary transfer of students, due process requirements.
- Truancy prevention and effective SARB practices
- Alternative educational and intervention programs within and beyond the District; principles, practices and trends in the field of special education
- Basic assessment strategies for students with exceptional needs

Ability to:

- Work collaboratively with groups and facilitate a process of ongoing improvement
- Supervise staff effectively and evaluate regularly
- Host meetings and interact individually in a culturally competent manner
- Communicate effectively both in writing and speaking
- Analyze situations accurately and the ability to adopt an effective course of action
- Work independently
- Meet schedules and timelines
- Travel to various locations during the workday and be present on school sites
- Expand and develop services to address student needs

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:

Education Required: Bachelor's degree in related field (required); Master's degree in related field (required); Doctoral degree in related field (desirable)

Experience Required: A combination of district and/or site administrative experiences and responsibilities in educational leadership. Progressively responsible experiences in educational leadership. Demonstrated experience in the areas of Special Education and Student Support Services.

Licenses, Certifications, Bonding and/or Testing Required:

Valid Administrative Services Credential (required); Valid CA Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance, and negative pre-employment drug screen test/negative TB results

WORKING CONDITIONS:**Environment:**

- a. District office environment and school sites
- b. Demanding timelines
- c. Subject to driving to a variety of locations to conduct work during the day, evening, and weekend hours
- d. Subject to frequent interruptions and extensive contact with students, staff, parents, and the community
- e. Indoor and outdoor environments

Physical Abilities:

- a) Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- b) Reaching overhead, above the shoulders and horizontally
- c) Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties
- d) Hearing and speaking to exchange information in person and on the telephone
- e) Visual ability to read and to prepare/process documents and to monitor various services and personnel
- f) Sitting for extended periods
- g) Standing for extended periods
- h) Walking over rough or uneven surfaces
- i) Climbing and occasional use of stepladders
- j) Physical activity may be required, which could include moderate lifting

Hazards:

- a) Extended viewing of computer monitor
- b) Working with and around office equipment having moving parts
- c) Ability to respond to emergency calls at night or on the weekend

In compliance with the Americans with Disabilities Act, the Lake Elsinore Unified School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Division of Personnel Support Services.