

## **Assistant Superintendent of Student Services and Personnel Administrative Salary Schedule 02**

### **DEFINITION**

Supervised and evaluated by the Superintendent, the Assistant Superintendent of Student Services and Personnel works with the Superintendent to plan, direct, deliver, and evaluate personnel services and activities for certificated and classified personnel, credentialing services, employee benefits, employee-employer relations, employment services, organizational development, record-keeping, evaluation functions. Assists the Superintendent with coordination of communication, information, personnel and resources to meet personnel needs. Directs the educational program for students who are receiving and/or referred for special education services and other students with specialized needs, and/ or at-risk behaviors. Supervises the District Nurse, School Psychologist, Speech Pathologist, PBIS Coach and Coordinator, and other student support services staff as assigned, to assure coordination of services delivered to schools. Coordinates the actions and activities of other agencies that collaborate with district schools and categorical programs in support of student learning. Monitors and ensures compliance with student special education laws, record keeping, and program implementation. Assists the Superintendent with progress of special programs in the LCAP and data analysis. Director of the district preschool program.

### **ESSENTIAL FUNCTIONS**

The Assistant Superintendent of Student Services and Personnel will:

1. Supervise and evaluate certificated and classified personnel assigned to the student support services and personnel departments;
2. Monitor district compliance with state and federal special education programs;
3. Assist the Superintendent with monitoring district compliance with state and federal employment laws;
4. Assists the Superintendent with coordination of communication, information, personnel and resources to meet personnel needs;
5. Assists the Superintendent with formulating, developing, and revising personnel policies and administrative procedures and operational handbooks; interpreting policies and procedures; and personnel compliance with laws, codes, regulations, policies and procedures;
6. Assists the Superintendent with recruitment, selection, retention, transfer, reassignment, termination, and disciplinary actions of certificated and classified personnel;
7. Assists the Superintendent and Chief Business Official with personnel budget and budget monitoring, and collective bargaining;
8. Use data to monitor the quality of programs including special education, ELL, and 504 programs;
9. Develop and monitor the implementation of policies and procedures for identification and placement for students with special needs;

10. Provide administrative support to district and site administrators regarding student populations;
11. Act as a designated special education contact person for the district with respect to SELPA-level communications and activities;
12. Serve as custodian of records for the district, including the following: development of policies, procedures, and practices with respect to maintenance and destruction of student records; maintenance and destruction of special education records; and maintenance of the management information systems (Siras, CALPADS, etc) for special student populations, such as special education and limited English proficiency;
13. Inform district staff of procedures, trends, innovations, and practices for student support including special student populations;
14. Develop procedures and train staff in developing legally compliant IEPs, implementing the IEP, and monitoring student progress;
15. Supervise and assist with required state and federal special education and employment reporting;
16. Assists and connects parents and school staff with community resources and/or agencies that provide services to children with special needs;  
Support school staff members in helping students solve learning and personal adjustment problems;
17. Collaborates with the leadership team to provide staff development and/or parent education programs;
18. Director of Preschool;
19. Maintains current knowledge of laws, codes, regulations pertaining to personnel and special education.

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

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|---------------|-----------------|------------------|-----------------|
| 1. Seldom     | = Less than 25% | 3. Often         | = 51.75%        |
| 2. Occasional | = 25-50%        | 4. Very Frequent | = 76% and above |

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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations                                       |
| <u>1</u> | b. | Ability to stand and circulate for extended periods of time.   |
| <u>4</u> | c. | Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels.  |
| <u>4</u> | e. | Ability to communicate so others will be able to clearly understand normal conversation.                                   |
| <u>1</u> | f. | Ability to bend and twist, kneel and stoop, run and crawl.   |
| <u>1</u> | g. | Ability to reach in all directions.  |
| <u>1</u> | h. | Ability to lift 50 lbs.  |
| <u>2</u> | i. | Ability to carry 25 lbs.   |

## **REQUIRED QUALIFICATIONS**

### **Personal and Professional Qualifications**

1. Experience in working effectively with students, including individuals with exceptional needs and/or other special student populations;
2. Ability to communicate orally and in writing, supervise and/or work cooperatively with general education teachers, special education teachers, support personnel, school administrators, and parents;
3. Knowledge of methods, procedures, and terminology used in human resources management;
4. Knowledge of California credentialing and licensing requirements and procedures;
5. Knowledge of principles and techniques of labor relations and collective bargaining;
6. Knowledge of federal and state laws, regulations, processes and procedures related to special education and human resources administration;
7. Ability to analyze complex situations and develop an effective course of action;
8. Ability to explain interpret, apply, and explain complex law, code statutes, rules, regulations, and procedures.

### **Education**

The Assistant Superintendent of Student Services and Personnel will meet all credentialing qualifications established by the State of California for an administrative position.

1. A master's degree; doctorate degree desirable
2. A valid state Administrative Services Credential

### **Experience**

The Assistant Superintendent of Student Services and Personnel shall have successful experience and/or training in/with:

1. Monitoring compliance with legal regulations relating to special programs (including special education)
2. At least 7 years of increasingly responsible experience including managerial experience in special education and human resources
3. Experience as a site or district administrator is required.

### **Terms of Employment**

Current DOJ and TB clearances