

**ASSISTANT SUPERINTENDENT OF STUDENT SUPPORT SERVICES****DEFINITION**

Under the direction of the Superintendent , the Assistant Superintendent of Student Support Services oversees the planning, development, implementation, evaluation and maintenance of programs for all aspects of student services including programs for students with exceptional needs, child welfare and attendance; provides training to special education staff, general education staff, administrators, classified staff and parents; monitors program compliance; manages due process cases and mediation; provides curricular resources to teachers and specialists; provides consultation and support to site administrators and staff in the areas of special education and related services and child welfare and attendance; assists in the supervision and evaluation of support staff and assigned personnel; ensures compliance with all local, county, state and federal regulations; and performs other duties as assigned.

**DIRECTLY RESPONSIBLE TO: Superintendent****DISTINGUISHING CHARACTERISTICS**

The Assistant Superintendent of Student Support Services serves a member of the Superintendent's Cabinet and is accountable for the management of the Student Support Services Department. The Assistant Superintendent of Student Support Services provides leadership for planning, coordinating, and providing direction for the Student Study Team (SST), 504 Plans, District testing programs, home/hospital instruction programs, psychological services, health services; plans and implements appropriate staff development programs for special education staff; acts a liaison between schools, local, county and state agencies; acts as the District representative for the Santa Clarita Valley Special Education Service Area (SCV SELPA), special education consortium, cooperative agencies, School Attendance Review Board (SARB); assists in the planning and implementation of the extended school year for special needs students; administers, coordinates, and supervises all child welfare, student discipline and attendance operations; oversees counselors, nurses, health, and wellness programs. This position requires subject matter expertise in special education programs and related services and child welfare and attendance. Directly related administrative and leadership experience is necessary to manage the duties and responsibilities of this position. The job requires the ability to analyze, develop and offer alternative solutions to a variety of complex issues and concerns. Decisions are made by the Assistant Superintendent of Student Support Services that have a critical impact on the District goals and budget, the organization and administration of special education and related services, child welfare and attendance.

**EXAMPLE OF DUTIES****Management Responsibilities:**

- Serves as a member of the Superintendent's Cabinet.
- Manages and supervises the Special Education and Student Support Services Departments.
- Assists in the development and implementation of Board Policy and Administrative Regulations related to Special Education and Student Support Services.
- Develops and maintains budget for Special Education and Student Support Services based on assessed needs, District philosophy, and State and Federal law and regulations in consultation with the Superintendent and Assistant Superintendent, Business Services.

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- Supervises and evaluates Director of Student Support Services, Coordinator of Special Education, Program Specialists, School Psychologists, Occupational Therapists, and Adaptive Physical Education teachers.
- Serves as a resource person for Special Education and Student Support Services committees by facilitating communications, preparing reports, and compiling research.
- Attends Board meetings and prepares agenda items and reports and provides technical information to the Board as requested by the Superintendent or designee; reviews and presents Board items affecting Special Education and Student Services; updates the Board in Closed Session regarding confidential student issues as needed.
- Communicates frequently with all District stakeholders and other agencies and organizations by coordinating and developing means of exchanging information to coordinate activities and programs, resolve issues and conflicts, and facilitate the efficient use of resources.
- Prepares and delivers oral and written reports, recommendations, and presentations regarding Special Education and Student Services to variety of audiences including: the Board, committees, parents, community, SELPA, County Office of Education, State agencies, etc.
- Performs other administrative duties as assigned by the Superintendent.

**Special Education Services:**

- Directs the operation, implementation, and compliance evaluation of the Saugus Union School District Special Education and Section 504, including Extended School Year (ESY), programs in accordance with state and federal laws, District regulations, employee contracts, and other specially funded program requirements.
- Develops and implements short and long-range plans to enhance existing programs and introduce new programs in alignment with the mission, strategic plan, goals, objectives, and policies of the Board of Education and District.
- Supervises, coordinates, and allocates special education staff, programs, resources, and budgets.
- Plans and directs Special Education professional development for Special Education staff, General education staff, and administrators.
- Works cooperatively with site and District administrators to ensure the effective integration of student support services within general and special education intervention programs.
- Coordinates and manages the District Individualized Education Plan (IEP) procedures, including monitoring compliance issues, meeting notification process, and District level IEP transfers.
- Participates in IEP development, monitoring, and computerized software use with respect to goals, objectives, and agreed upon services.
- Serves as district representative to the Santa Clarita Valley Special Education Local Plan Area (SELPA); assumes responsibility for Regional Programs operated by the District and collaborates with other providers in the SELPA.
- Assists site administrators with the evaluation of special education personnel as needed.
- Coordinates, monitors, and recommends approval of services for students placed in nonpublic schools and/or agencies including monitoring educational services and preparation of master and individual contracts.
- Acts as a community liaison and approves and coordinates referrals with other agencies involved in special education including but not limited to the Department of Mental Health, Regional Center, and independent service providers.
- Prepares for and participates in due process resolution, mediation, and hearings.

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**Student Support Services Responsibilities:**

- Supervises, coordinates, and allocates support services staff, programs, resources, and budgets including health services, child welfare and attendance, and SARB.
- Assures that site administration implements practices and legal requirements related to health, safety, welfare, and attendance of students.
- Directs the evaluation of the effectiveness of Student Services programs and prepares reports for a variety of audiences at the direction of the Superintendent.
- Implements inter/intra-district transfer process and appeals and maintains records of transfers in collaboration with the Business Services Department.
- Facilitates the resolution of parent complaints regarding student intervention programs and with non-compliance and due process investigations.
- Participates in recruitment, provides administrative supervision, and assists in the evaluation of District psychologists, nurses, elementary school counselors, and interns.
- Implements, directs, and evaluates the District's nurse and the District's health services programs and requirements.
- Serves as District administrative coordinator for the implementation and maintenance of Title IX student issues, Section 504, Americans with Disabilities Act (ADA), and custodian of student records.
- Manages Medi-Cal services and billing.
- Attends and conducts meetings, State and regional conferences and workshops to remain current on all issues relating to student services issues.
- Maintains close and effective working relationships among Federal, State, and County agencies; other school districts; community and non-profit organizations; the community and public; and other organizations that work in conjunction with the District.
- Prepares consultant contracts.
- Supervises, reviews, and evaluates the District's independent study program, home hospital program, and individual independent study contracts.
- Performs other related duties as assigned.

**QUALIFICATIONS GUIDE****Knowledge Of:**

- Managerial, organizational, fiscal, political, educational and legal aspects affecting the District.
- Programs related to speech and hearing, learning handicapped, severely handicapped, autism spectrum disorders, pre-school, SDC, 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.

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- Truancy prevention and effective SARB practices.
- Counseling and conflict mediation strategies.
- 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.
- Principles, methods and strategies for effective supervision.
- Learning theory and techniques of instruction to support effective implementation of California State Standards for special needs students.
- Primary tenets of a Professional Learning Community.
- Budget management.
- Research and development strategies, processes, and techniques.
- Oral and written communication skills in English; writing skills to develop professional correspondence; effective oral communication to conduct meetings.
- Interpersonal skills using tact, patience, courtesy, including human relation skills, conflict resolution strategies and procedures, and team building methods and techniques.

**Ability To:**

- Perform all essential duties of the position.
- Operate a computer to conduct a day-to-day work, including online IEP programs, iPad, and other office equipment.
- Drive a vehicle, travel to all school sites and other locations.
- Communicate effectively and openly with staff, students, community and employee organizations in English in oral and written form.
- Build consensus and commitment for educational improvement.
- Analyze operational problems, develop alternative solutions and strategies for effective decision making; plan, organize and coordinate site and District-wide special education programs and related services, and child welfare and attendance.
- Establish and maintain cooperative organizational, educational, and community relationships, achieving results through positive human relationships.
- Plan, organize, and conduct comprehensive professional development program for all certificated staff, administrators, paraprofessionals, specialists, and parents.
- Plan, organize and direct a comprehensive student services department.

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- Organize and delegate authority commensurate with responsibility.
- Prepare and maintain confidential records and files.

**Education**

- Master's Degree or above in educational administration, special education, or closely related field from an accredited institution.

**Experience**

- Minimum of five years of successful site and/or District level administrative experience preferred.
- Minimum of five years successful experience as a Special Education teacher, School Psychologist, DIS provider or other related position.
- Elementary experience preferred.
- Demonstrated leadership ability and knowledge/experience in increasingly responsible roles.

**Licenses and Certificates**

- Valid California Teaching Credential or Pupil Personnel Services Credential.
- Valid California Administrative Services Credential.
- Valid California Drivers' License and evidence of appropriate insurance is required.

**ESSENTIAL JOB FUNCTIONS**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- Able to conduct verbal conversation.
- Able to hear normal range verbal conversation (approximately 60 decibels).
- Able to sit, stand, stoop, and kneel, bend, and walk.
- Able to climb slopes, stairs, steps, ramps, and ladders.
- Able to lift up to 25 pounds.
- Able to carry up to 25 pounds.
- Able to operate office machines and equipment in a safe and effective manner.
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*