

DESERT SANDS UNIFIED SCHOOL DISTRICT

Job Description

Title:	Assistant Superintendent, Student Support Services	Reports to:	Superintendent
Department:	Educational Services	Classification:	Management/Supervisory
Work Year/Days:	12 Months	Salary:	Contractual/Management

Basic Functions:

The Assistant Superintendent of Student Support Services is directly responsible to the Superintendent of Schools, supervises and directs the day-to-day operations of the District's Student Support Services division, chairs and serves on District committees as directed by the Superintendent, assists in planning, development and implementation of Board Policies and Administrative Regulations; supervises and evaluates appropriate personnel staff; responsible for all staff members in Student Support Services and is a line administrator to all school sites.

Department / Program Responsibilities:

The Assistant Superintendent of Student Support Services provides direct supervision to the following programs:

Special Education	District Counselors
Child Welfare and Attendance	Alternative Education
Student Assistance Program	

Representative Duties:

1. Administers the total Student Support Services staff for the District, including supervision of the Special Education department and Child Welfare and Attendance program.
2. Supervises and evaluates Student Support Services management staff in accordance with established procedures.
3. Prepares responses for state and federal complaints and individual lawsuits relating to students.
4. Directs and is ultimately responsible to the Superintendent for the recruitment, screening and selection procedures for all Student Support Services personnel positions in the district and advises the Superintendent in the preparation of recommendations to the Board of Education.
5. Attends all Board of Education meetings and presents Student Support Services policies and procedures to the Board of Education for information or action.
6. Is responsible for representing the District in all Student Support Services matters brought before the Board of Education.
7. Develops and monitors the Student Support Services budget under the direction of the Superintendent.
8. Chairs committees that involve student rights, students with special needs, student admission and student discipline.
9. Represents the District, when assigned, in social, organizational, ceremonial, political, or other functions, as needed.
10. Assists the Superintendent and Board of Education in identifying and establishing organizational goals and objectives and developing strategies and feasibility planning to ensure achievement of the District's mission and objectives.
11. Assists the Superintendent in planning, implementing, conducting, and evaluating of public and community relations programs.

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12. Provides leadership and expertise in the development and implementation of guidelines and procedures relative to conflict resolution and a partnership building process within the District.
13. Provides leadership and expertise in promoting the Strategic Plan as an integral part of the day-to-day District operations.
14. Assists principals in the mediation and resolution of parent/student concerns and complaints within established guidelines and policy.
15. Performs other related duties as assigned.

Knowledge and Skills Required:

1. Organization, activities, supervision, goals and objectives of Student Support Services.
2. Modern principles and practices of public school administration, principles of instructional and curricular development services including strategies pertaining to the improvement of Student Support Services.
3. School law administration and applicable sections of the State Education Code; Board and District policies; Principles and practices of administration, supervision, and training.
4. Budget planning and monitoring.
5. Communication and human relation strategies, conflict resolution strategies, and building productive and effective work-teams.
6. Oral and communication skills to prepare complex and informative reports and prepare detailed presentations to large audiences.

This job is not intended to encompass all duties and responsibilities that may be assigned or performed by an individual. The job description only intends to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

Education / Experience:

- Minimum of a Master's Degree in school administration, curriculum and instruction or related field
- Doctorate Desirable
- Experience as a school administrator with progressively responsible experience at both school and district level

Licenses, Certifications and Testing Required:

Fingerprint Clearance

Tuberculosis Clearance

Must possess or have the ability to obtain a Valid California Driver's license.

Physical Requirements and Working Conditions

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

Regular Work Year: 247 Days

Approved: June 16, 2015