

STOCKTON UNIFIED SCHOOL DISTRICT

**ASSISTANT SUPERINTENDENT, EDUCATIONAL SUPPORT SERVICES**

DEFINITION

Supervise and manage educational support services including after school program, counseling/guidance, early childhood education, emergency services, health services, child welfare and attendance and school sites. Coordinate the work of the division into the total educational program of the District in an effort to achieve maximum results from the instruction provided. Direct implementation of local, state and federal programs in related areas; and perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Work independently under direction from Superintendent and/or the Deputy Superintendent of Educational Services. Exercises management responsibilities over Directors of Educational Services and Student Support Services, Administrators of After School Programs, Early Childhood Development, and Health Services. Exercises general supervision over certificated and classified personnel assigned to these areas.

**EXAMPLE OF DUTIES – (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Work closely with and coordinate with the Assistant Superintendent of Educational Services on all educational matters, initiatives, and other programs. **E**

Work closely with Assistant Superintendent of Special Education on policies and procedures related to the Student Assistance Program (SAP) process. **E**

Review program, budget, and staffing plans prepared by key staff in each specific area; review plans with agency and area guidance personnel to provide coordination with other schools; assure conformance with local, state and federal objectives; receive input to the plans. **E**

Mentor, supervise, evaluate, coach, direct, and assist the Directors of Educational Services and Student Support Services, principals, assistant principals and assigned administrative staff in the development of specific plans to meet identified school targets; assist in determining and acquiring support services. **E**

Coordinate assigned activities with the District's divisions to develop policies and procedures, which will serve as an integral part of the total educational program. **E**

Work directly with the Assistant Superintendent of Human Resources in the selection and assignment of personnel to ensure that staffing allocations, recruitment transfers and disciplinary action are achieved in a fair and professional manner. **E**

Coordinate the activities related to all education programs. **E**

Provide leadership in the development of in-service education programs appropriate to the needs of school personnel. **E**

Develop policies and procedures, in cooperation with the District's divisions. **E**

Plan for the continuous evaluation and improvement of the services provided by the department. **E**

Represent the District the areas of Educational Services and Student Support Services in its cooperative relationships with community members, community agencies, K-12 level District committees and councils and personnel in other organizational units and office. **E**

Develop and maintain an effective system of communication with and among all personnel. **E**

Evaluate the performance of assigned staff. **E**

Maintain regular and prompt attendance in the workplace. **E**

Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

- Laws, rules, regulations and judicial decisions affecting the provision of services in all educational support program areas;
- Response to Intervention (RtI) process;
- Student Assistance Program (SAP) framework;
- Current educational practices, research and technology;
- Principles of governmental budgeting and expenditure control;
- Public information principles and techniques;
- Principles of supervision, training and program administration;
- Collective bargaining agreements;
- Program assessment and evaluation;
- Possess oral and written communication skills at a high level.

### Ability to:

- Plan, organize, develop and coordinate the activities of a broad range of programs;
- Analyze program activities and implement procedures which will improve the provision of services;
- Ensure that programs and activities are carried out in compliance with state and federal requirements;
- Serve as a liaison with a variety of community and governmental organizations;
- Provide effective training and curricular development for support staff;
- Prepare oral and written reports;
- Make effective public presentations of program information;
- Physical capability sufficient to perform job task.

### Education and Experience:

Master of Arts or advanced degree from accredited college or university; three (3) years of teaching experience; five (5) years of administrative experience with some pupil personnel and/or other support services; and an appropriate administrative and/or supervisory credential.

License and Certificate:

- Possession of a valid California driver's license;
- First Aid and CPR certificates must be obtained within sixty (60) days date of hire.

**WORKING CONDITIONS**

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials;
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others;
- Sit for prolonged periods of time;
- Dexterity of hands and fingers to operate a computer keyboard;
- Bend at the waist;
- Lift and/or carry up to 25 lbs. at waist height for short distances;
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.

Salary Placement:

Management Team Salary Schedule

Tier 8 Range 01

12-month work year

Board Approval: 05/27/14

Management re-alignment effective 03/01/19