

	Chief Student Support Officer – Certificated	Reports To:	Superintendent	
Department:	Student Support Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input checked="" type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Full – Time	No. of Work Days:	261	
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input checked="" type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input checked="" type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input type="checkbox"/> CSEA 27 <input type="checkbox"/> CSEA 860	

DEFINITION

Supervise and manage a comprehensive student support services including special education, student services, health services, and summer/after school programs. Coordinate the work of the department 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. Exercises general supervision over assigned certificated and classified personnel.

ESSENTIAL FUNCTIONS

- 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.
- Mentor, supervise, evaluate, coach, direct and assist the Coordinator of Student Services, Coordinators of Special Education, Coordinator of FICE Programs and assigned administrative staff in the development of specific plans to assist in determining and acquiring support services.
- 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.
- Work directly with 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.
- Coordinate the activities related to all programs related to Student Support Services.
- Provide leadership in the development of in-service programs appropriate to the needs of student support personnel.

- Develop policies and procedures in cooperation with the District's divisions to ensure that special education students receive an education benefit.
- Plan for the continuous evaluation and improvement of the services provided by the department.
- Represent the District in the areas of Student 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.
- Provide leadership in ensuring the implementation of all legal requirements governing the education of students eligible for special education programs and services.
- Provide leadership in maintaining and establishing legally defensible special education programs and services.
- Manage and coordinate District response to all litigation in the area of student support services.
- Develop and maintain an effective system of communication with and among all personnel.
- Serve as a member of the Superintendent's executive cabinet and attend all Superintendent's Cabinet meetings.
- Select, train, supervise and evaluate staff.
- 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
- 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
- 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
- Maintain physical capability sufficient to perform job task

Education and Experience:

- Master of Arts or advanced degree from accredited college or university preferred
- Three (3) years of teaching experience
- Appropriate administrative and/or supervisory credential
- Any combination that is equivalent to education what would provide the required knowledge and abilities in qualifying for the position
- Experience in management position with demonstrated results
- Experience with Special Education preferred

PHYSICAL DEMANDS

Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	1	Lift/carry 0-10 lbs	2
Twist	1	Lift/carry 11-25 lbs	2
Squat	1	Lift/carry 26-40 lbs	1
Kneel	1	Lift/carry 41-100 lbs	1
Climb	1	Stand	2
Reach above shoulder	1	Walk	2
Grip/Grasp	2	Sit	3
Extend/Flex Neck	1	Drive	2
Use Right Hand	2	Perform Repetitive Hand Motions	3
Use Left Hand	2	Keyboarding/Mouse Work	3
Ability to See	4	Ability to Hear	4

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees occasionally work outdoors and are exposed to dust, fumes, allergens, vermin, parasites or insects.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.