

**Assistant Superintendent of Student Support Services
New Hanover County Schools**

Job Description

Class: Administrative
Dept: Office of the Superintendent

TITLE: Assistant Superintendent of Student Support Services

QUALIFICATIONS:

1. Master's degree in Administration, N.C. Administrator's Certificate or equivalent combination of education and experience.
2. Five or more years of successful experience in public school administration. Demonstrated leadership ability in working with students, staff, parents, and the public.
3. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Superintendent

JOB GOAL: To perform a variety of supervisory and administrative tasks in directing and carrying out the New Hanover County School system's Division of Student Support Services.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies, and procedures of New Hanover County Schools, along with state and federal regulations pertaining to instruction and academic issues.
2. Provide leadership for short- and long-range planning for all Student Support Services curriculum and instruction initiatives, policies, and procedures. Such planning involves vision, goals, program objectives/strategies/activities, human and fiscal resources, training, evaluation, and collaboration with others.
3. Develops and maintains external relationships involving difficult formal negotiations and officials at higher levels on matters requiring cooperation, explanations, and guidance.
4. Supervises and reviews the activities and operations of the Student Support Services Department, including assessing needs, developing programs, and implementing services to coordinate assigned activities with other departments and outside agencies to implement essential external audit recommendations.
5. Develops and implements a strategic plan for identifying and implementing best practices for the provision of student support services, including the development and implementation of systemic and sustainable procedures, processes, and practices.
6. Monitors school district policies and works with administrators to ensure compliance with all laws, regulations, and rules related to all areas of student support services.

7. Attend and participate in local, regional, state, and national meetings and conferences to keep abreast of current researched best teaching practices and programs.
8. Assume leadership role on the senior staff; assist with long-range strategic planning; assist with developing system-wide budget, plans, policies, and activities; performs various duties assigned by the Superintendent.
9. Collaborate to make efficient recommendations or decisions impacting the assigned department, as well as operations, services, individuals, or activities of others outside the assigned department.
10. Plans, directs, and reviews activities and operations related to student support services, including Special Education, Guidance, and Counseling, School Health Services, Hospital/ Homebound services, School Psychology, School Social Work, Dropout prevention, Athletics, Driver's Education, Alternative School Programs, Student Discipline and Safety, School Based Mental Health, and/ or other systems of support.
11. Assist in researching and developing grants and external funding opportunities to support the schools' improvement goals.
12. Perform other duties and responsibilities as requested by the Superintendent.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/Contract/FLSA Exempt

Starting Salary and/or Grade: SA VII

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Thorough knowledge of principles, procedures and practices of public school administration.
- Thorough knowledge of federal, state, and local laws, rules and regulations governing student curriculum and instruction standards and accountability.
- Thorough knowledge of personnel and management principles, practices, and techniques as they relate to the administration of student learning, policy development, employee relations and related services.
- Comply with confidentiality requirements and ethical guidelines for local, state and federal laws, policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.