

# Salinas City School District

Administration

Regulation #2124

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## Assistant Superintendent's Job Description

The Assistant Superintendent is directly responsible to the Superintendent, serves as the Superintendent in his absence and administers and supervises the following district programs: 1) Transportation Department, 2) Maintenance Department, 3) Food Service Department, 4) Pupil Personnel Services, 5) Special Education Department, 6) District Drug and Alcohol Programs, 7) District Gate Program, and the School Health Programs.

The Assistant Superintendent assists the Superintendent by preparing and presenting reports to the Board, by acting as liaison to community groups, by developing and recommending policies, by preparing departmental budgets, and, by performing duties assigned and as circumstances require them.

The Assistant Superintendent serves the district by resolving problems and issues not assigned to other staff such as: working with principals in maintaining effective public relations; resolving school and community issues; chairing or serving on district committees to achieve the desired and/or required involvement by community and staff in district planning; and, serving on county committees and groups to benefit the district's educational programs.

The Assistant Superintendent provides advice to the Superintendent and district by having timely information on California school legal requirements, the rules and regulations of the California State Department of Education and current educational literature.