

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: October 23, 2024
Salary Schedule: #250

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: ASSISTANT SUPERINTENDENT - PUPIL SERVICES

JOB PURPOSE STATEMENT: Under the direction and supervision of the Superintendent, the Assistant Superintendent of Pupil Services provides administrative leadership and assumes responsibility for the planning, implementation, and evaluation of District-wide pupil services and special education programs.

JOB FUNCTIONS:

- Plan, develop, implement, and evaluate the District's Pupil Services and Special Education programs.
- Support and provide leadership for the District in matters regarding pupil services.
- Responsible for the development, organization, and implementation of pupil services and special education, including but not necessarily limited to student discipline and behavior management, educational equity, social-emotional learning, centralized registration, child welfare and attendance, programs for homeless and foster youth, and parent involvement.
- Acts as an advisor to the Superintendent on matters affecting pupil services and special education.
- Monitor and develop programs to ensure a safe environment for all students.
- Serves as a member of the Superintendent's Cabinet; participates in Administrative Council and other meetings; attends Board of Education meetings as a resource to the Board.
- Assists in the supervision and coordination of the granting, renewing, denying, and revocation of intra-district and inter-district transfers of pupils between schools and programs within the district.
- Maintain and serve as a liaison between the district and the various community Police Departments, the Probation Department, the Sheriff's Department, County Health Services, and other community agencies.
- Communicate and work effectively with internal and external stakeholders by working on development of partnerships with educational and community organizations.
- Advises the Board of Education and the Superintendent on policies, regulations, and procedures related to pupil services and special education programs.
- Assists in resolving complaints under the purview of pupil services, including but not limited to special education issues, student discipline, and matters of educational equity.

JOB TITLE: ASSISTANT SUPERINTENDENT - PUPIL SERVICES

Page 2 of 5

- Develop and monitor accountability of progress of the department to meet district goals.
- Assist in preparation of the LCAP.
- Provides leadership in developing, achieving, and maintaining the best possible educational programs and services for students.
- Coordinate with the Assistant Superintendent of Curriculum, Instruction, and Innovation Services to provide oversight, vision, and strategic implementation of actions to improve student achievement for the effective operations of the District.
- Maintain a strong knowledge of laws and regulations relative to education.
- Prepare timely and concise reports to the Superintendent as directed.

- Develops, implements, and monitors standards for all programs pertaining to the District's special education, pupil services, and psychological services.
- Assists in the development of policies and coordination of the execution of adopted policies, regulations, procedures, and guidelines related to pupil services and special education programs.
- Secures legal interpretation on education issues.
- Serves as a member of the Superintendent's Cabinet.
- Attends Board meetings and prepares such reports for the Board as the Superintendent may request.
- Serves on various committees as the Superintendent may direct.
- Performs other duties as assigned by the Superintendent.

JOB QUALIFICATIONS:

Knowledge of:

- The California State Academic Content Standards and State frameworks and the ability to effectively develop curriculum programs using the Standards and Frameworks as cornerstone documents;
- California Standards for the Teaching Profession and California
- Professional Standards for Educational Leaders;
- State and local assessment systems;
- Planning, organization, and direction of the overall activities and operations of the Pupil Services and Special Education departments;
- Applicable sections of the State Education Code and other applicable laws;

JOB TITLE: ASSISTANT SUPERINTENDENT - PUPIL SERVICES

Page 3 of 5

JOB QUALIFICATIONS:

- Curriculum development, materials, and implementation;
- Board policies, administrative regulations, and procedures;
- Educational technology, student information services, data assessment programs;
- Local Control Accountability Plan and LCFF;
- Principles of public community relations;
- Advanced budget preparation, maintenance, and control;
- Excellent oral and written communication skills;
- Principles and practices of administration, supervision, and training;
- Public speaking and professional development training techniques;
- Public relations techniques.

Ability To:

- Plan, organize, and direct the overall activities and operations of the Pupil Services and Special Education departments;
- Formulate and develop educational systems, policies, standards and procedures in compliance with a variety of federal, state, and local laws, rules and regulations;
- Supervise and evaluate the performance of assigned personnel;
- Establishes and maintains effective working relationships with staff, students, parents, and community members.
- Design and implement professional development and training programs;
- Provide technical assistance and serve as advisor to the Superintendent regarding assigned Departments and activities;
- Effectively resolve conflicts between employee and parent concerns;
- Represent the District at various meetings, conferences, and public events;
- Communicate effectively in English, both orally and in writing, using interpersonal skills that include tact, patience, and courtesy when interacting with others;
- Analyze situations accurately and adopt an effective course of action;
- Interpret and administer statutes, regulations, and policies;
- Work independently with little direction;
- Prepare comprehensive narrative and statistical reports within established deadlines;

JOB TITLE: ASSISTANT SUPERINTENDENT - PUPIL SERVICES

Page 4 of 5

JOB QUALIFICATIONS:

- Apply curriculum development, implementation, and evaluation procedures and strategies;
- Effectively communicate and exchange information with coworkers, community members, District partners, etc.

EDUCATION:

- Master's Degree in education or related field

EXPERIENCE:

- Five (5) years of successful teaching experience
- Five (5) years of successful administrative experience, including at least three (3) years of successful administrative experience as a site principal, secondary-level
- Demonstrated expertise in pupil services and/or special education leadership

CREDENTIAL AND LICENSES:

- Valid California Administrative Services Credential
- Valid California Teaching Credential
- Valid California Driver's License

WORKING CONDITIONS:

Environment:

- Professional office environment
- Uses standard office equipment such as computers, phones, tablets

JOB TITLE: ASSISTANT SUPERINTENDENT - PUPIL SERVICES

Page 5 of 5

PHYSICAL ABILITIES:

Physical Requirements	Rarely (0-12%)	Occasionally (13-33%)	Frequently (34-64%)	Regularly (65-100%)
Sitting: Must be able to sit and remain in a stationary position for prolonged periods of time.			X	
Standing: Must be able to stand for prolonged periods of time.		X		
Reaching/Climbing/Stooping/Kneeling:	X			
Grasping/Feeling: Must be able to write and use a keyboard (keystroking), tablet, phone system, and mouse.				X
Lifting/Pulling/Pushing: Must be able to lift, push, and pull at least 15 lbs.	X			
Lifting and Carrying Requirements:	Rarely (0-12%)	Occasionally (13-33%)	Frequently (34-64%)	Regularly (65-100%)
0-25 lbs.		X		