

Assistant Superintendent of Student Services

DEPARTMENT:	Student Services	REPORTS TO:	Superintendent
WORK SCHEDULE:	12 months	COMPENSATION:	Administrative Salary Schedule
FULL/PART TIME:	Full-Time	FLSA STATUS:	Exempt

Position Description

The Assistant Superintendent of Student Services supports the district by overseeing all aspects of programming related to student services, counseling, nursing, intervention, (English language learners (ELL), Educational Support Counselors (ESC), social workers, title programming, federal programs, residency, student records, enrollment, state data reporting, student discipline, special education and 504 programming.

Task Title	Essential Functions	Percent of Time Spent
District Leadership	<ul style="list-style-type: none"> Provides leadership and facilitates development and implementation of district goals. Interprets and/or clarifies district goals to students, staff, and community; assists in the assessment of district goals. Provides leadership in the articulation and/or coordination of special education PK-12, and section 504. Oversees student records, student enrollment, enrollment reports, residency, school health services, voluntary transfer program, homeless education, counseling and social work services, gifted education, and programs for ELL students. Assists in the development of district policies and procedures aligned with board directives and carries out associated duties and responsibilities. Participates in presentations involving student discipline, assessment, special education, section 504, staffing, and budget. Collects, analyzes, and reports data around climate and culture and data to inform decisions. 	40%
Personnel & Department Management	<ul style="list-style-type: none"> Supervises and evaluates certified and support staff in the Student Services department and SEL (Social-Emotional Learning) coaches. Responsible for overseeing the department budget. Serves as facilitator of an administrative liaison to committees, including Wellness. 	25%
Student Services	<ul style="list-style-type: none"> Prepares recommendations and reports facts, information, discipline procedures and guidelines. Interprets and enforces discipline policies and procedures and performs long term discipline determinations. 	25%

Task Title	Essential Functions	Percent of Time Spent
Community Liaison	<ul style="list-style-type: none"> ● Serves as liaison with the Special School District and the Kirkwood Early Childhood Center. Coordinates 504 plans and training, federal programs, and ADA compliance. ● Oversees homebound instruction and Children’s Service Fund Partnerships. ● Implements changes as a result of local, state, and federal legislation. ● Serves as district Homeless Coordinator and Foster Care liaison. 	10%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employee may be asked to perform other job-related duties as assigned by the Superintendent.

Supervisory Responsibilities

- **Supervisory Responsibility:** Multiple Departments
- **Supervisory Activities:** Approving Time Cards and Time Off Requests
- **Budget Signing Authority:** \$100,000+
- **Decision-making Authority:** Decisions impact the entire district.

Qualifications

Required

- **Education:** Master’s degree in educational administration from an accredited college or university
- **Licensure:** Driver’s license for driving between buildings
- **Certificates, Certifications, or Other Training:** Missouri teacher certificate, Missouri administrator certificate, Missouri superintendent certification
- **Previous Work-Related Experience:** 5 or more years of experience in education.

Preferred

- Prior administration experience preferred.
- Prior experience working in special education.

Knowledge & Skills

Knowledge

- **Intermediate Knowledge:** Accounting, Administrative, Business and Management, Computers and IT, Human Resources
- **Advanced Knowledge:** Health Services, Safety/Security
- **Expert Knowledge:** Education/Training, Customer Service, Law and Government

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading comprehension, Speaking, Writing, Active Learning, Active Listening, Critical Thinking, Learning Strategies, Monitoring, Coordination, Negotiation, Persuasion, Social Perceptiveness, Complex Problem Solving, Systems Analysis, Systems Evaluation

- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Management of Financial Resources, Management of Material Resources, Management of Personnel Resources, Time Management
- **Occasionally (Up to 2.5 hours or 32% of the day):** Mathematics, Science, Instruction
- **Rarely (Less than 1 hour or 12% of the day):** N/A

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger and hand dexterity, Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting, Standing, Walking
- **Occasionally (Up to 2.5 hours or 32% of the day):** Carrying/Lifting, Pulling/Pushing, Reaching, Repetitive Motion, Color Vision
- **Rarely:** (Less than 1 hour or 12% of the day): Crouching/Kneeling

Mental and Psychological Demands:

High demands: The job requires significant mental effort and involves high levels of stress (e.g., frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Work Environment

Everyday risk and discomfort level: The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: 2024-03-04