

**Assistant Superintendent for Student Services****Duties and Authority**

The Assistant Superintendent for Student Services provides leadership for and monitors the Special Services Department and the Counseling and Student Support Services Department; oversees Social Emotional Learning and the Student Code of Conduct; and directs Residency and Alternative Education programming and services provided by the District to ensure quality and compliance with state, federal and Board of Education policies. The Assistant Superintendent for Student Services is responsible for ensuring all District students with disabilities receive a free and appropriate public education in accordance with state and federal law and also serves as the Homeless Liaison. The Assistant Superintendent for Student Services prepares and monitors the IDEA flow through budget and all other budgets pertaining to Student Services and programs.

**Administrative Relationship**

The Assistant Superintendent for Student Services is employed by the Board of Education and reports to the Superintendent of Schools.

**Qualifications**

The Assistant Superintendent for Student Services must have a substantial academic and experiential background in Special Services, including a thorough knowledge about state and federal policy pertaining to Special Services, best practice in the field, and school law. The Assistant Superintendent for Student Services must at minimum hold a master's degree in educational administration or equivalent and a valid Illinois Type 75 Administrative Certificate issued by the Educator Preparation and Licensure Board or Professional Educator License and a Director of Special Education endorsement from the Illinois State Board of Education.

**Evaluation**

The Superintendent shall annually evaluate the Assistant Superintendent for Student Services and make employment and salary recommendations to the Board of Education.

**Compensation and Benefits**

The Board of Education and the Assistant Superintendent for Student Services shall enter into an employment agreement that conforms to Board policy and State law. The Board will consider the Superintendent's recommendations when setting compensation for the Assistant Superintendent for Student Services. These recommendations will be presented to the Board no later than the June Board meeting.

**Terms of Employment**

The work year for the Assistant Superintendent for Student Services shall be the same as the District's fiscal year, July 1 through June 30. In addition to legal holidays, the Assistant Superintendent for Student Services shall have vacation periods as approved by the Superintendent.

Adopted: 7/21/80  
Revised: 2/22/10; 10/17/11; 10/15/12; 8/29/13; 07/18/16; 3/19/18  
Reviewed: 03/05/21; 9/14/22