

MANAGEMENT JOB DESCRIPTION

**ASSISTANT SUPERINTENDENT OF
STUDENT SERVICES**

JOB SUMMARY:

Under the direction of the Superintendent, the Assistant Superintendent of Student Services oversees the planning, development, implementation, evaluation and maintenance of programs for all aspects of student services including programs for students with exceptional needs, child welfare and attendance; provides training to special education staff, general education staff, administrators, classified staff and parents; monitors program compliance; manages due process cases and mediation; provides curricular resources to teachers and specialists; provides consultation and support to site administrators and staff in the areas of special education and related services and child welfare and attendance; assists in the supervision and evaluation of support staff and assigned personnel; ensures compliance with all local, county, state and federal regulations; and performs other duties as assigned.

DIRECTLY RESPONSIBLE TO:

- Superintendent

IMMEDIATE SUBORDINATES:

- Senior Director, Executive Directors, Directors, Coordinators and managerial staff of Student Services and Special Education.

ESSENTIAL JOB FUNCTIONS:

- Serves as a member of the Superintendent's Cabinet.
- Manages and supervises the Special Education and Student Services Departments.
- Assists in the development and implementation of Board Policy and Administrative Regulations related to Special Education and Student Support Services.
- Develops and maintains budget for Special Education and Student Services based on assessed needs, District philosophy, and State and Federal law and regulations in consultation with the Superintendent and Deputy Superintendent, Business Services.
- Supervises and evaluates Director of Special Education.
- Serves as a resource person for Special Education and Student Support Services committees by facilitating communications, preparing reports, and compiling research.
- Attends Board meetings and prepares agenda items and reports and provides technical information to the Board as requested by the Superintendent or designee; reviews and presents Board items affecting Special Education and Student Services; updates the Board in Closed Session regarding confidential student issues as needed.

- Communicates frequently with all District stakeholders and other agencies and organizations by coordinating and developing means of exchanging information to coordinate activities and programs, resolve issues and conflicts, and facilitate the efficient use of resources.
- Prepares and delivers oral and written reports, recommendations, and presentations regarding Special Education and Student Services to variety of audiences including: the Board, committees, parents, community, SELPA, County Office of Education, State agencies, etc.
- **Serves as the District's Title IX Officer, coordinating and monitoring the District's compliance with Title IX, as well as state civil rights requirements regarding discrimination and harassment based on sex; oversees prevention efforts to avoid Title IX violations; implements the District's discrimination complaint procedures with respect to sex discrimination and sexual harassment; and investigates complaints alleging discrimination based on sex, including sexual harassment.**
- **Serves as the District's 504 Coordinator and monitors and implements the District's compliance with state and federal laws prohibiting disability discrimination, to prevent discrimination against students and employees on the basis of disability.**
- Performs other administrative duties as assigned by the Superintendent.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Directs the operation, implementation, and compliance evaluation of the Chula Vista Elementary School District Special Education and Section 504, including Extended School Year (ESY), programs in accordance with state and federal laws, District regulations, employee contracts, and other specially funded program requirements.
- Coordinate Title IX efforts including the development, implementation and monitoring of appropriate policies, procedures and practices designed to comply with federal and state legislation, regulation and case law requiring the prompt and equitable resolution of all complaints pursuant to Title IX.
- Provide direction and oversight for all activities of the Title IX program, oversees the intake and investigative process and ensuring it is prompt, effective and equitable and develops, implements, coordinates and ensures timely completion of all mandated training by all employees.
- Responsible for preventing discrimination against students and employees based on a disability and ensuring compliance with all procedures and procedural safeguards required under Section 504.
- Advises the District about the development and implementation of 504 Plans, as well as about policies, procedures and practices and investigates complaints alleging violations of Section 504, discrimination based on disability and disability harassment.

- Coordinates Section 504 process and training, provides parents and/or guardians with procedural safeguards and manages Section 504 grievance procedures.
 - Develops and implements short and long-range plans to enhance existing programs and introduce new programs in alignment with the mission, strategic plan, goals, objectives, and policies of the Board of Education and District.
 - Supervises, coordinates, and allocates special education staff, programs, resources, and budgets.
 - Plans and directs Special Education professional development for Special Education staff, General education staff, and administrators.
 - Works cooperatively with site and District administrators to ensure the effective integration of student support services within general and special education intervention programs.
 - Coordinates and manages the District Individualized Education Plan (IEP) procedures, including monitoring compliance issues, meeting notification process, and District level IEP transfers.
 - Participates in IEP development, monitoring, and computerized software use with respect to goals, objectives, and agreed upon services.
 - Serves as district representative to the San Diego County Special Education Local Plan Area (SELPA); assumes responsibility for Regional Programs operated by the District and collaborates with other providers in the SELPA.
 - Assists site administrators with the evaluation of special education personnel as needed.
 - Coordinates, monitors, and recommends approval of services for students placed in nonpublic schools and/or agencies including monitoring educational services and preparation of master and individual contracts.
 - Acts as a community liaison and approves and coordinates referrals with other agencies involved in special education including but not limited to the Department of Mental Health, Regional Center, and independent service providers.
 - Prepares for and participates in due process resolution, mediation, and hearings.
 - Supervises, coordinates, and allocates support services staff, programs, resources, and budgets including health services, child welfare and attendance, and SARB.
 - Assures that site administration implements practices and legal requirements related to health, safety, welfare, and attendance of students.
 - Directs the evaluation of the effectiveness of Student Services programs and prepares reports for a variety of audiences at the direction of the Superintendent.
 - Implements inter/intra-district transfer process and appeals and maintains records of transfers in collaboration with the Business Services Department.
 - Facilitates the resolution of parent complaints regarding student intervention programs and with non-compliance and due process investigations.
 - Serves as District administrative coordinator for the implementation and maintenance of Title IX student issues, Section 504, Americans with Disabilities Act (ADA), and custodian of student records.
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- Manages Medi-Cal services and billing.
 - Attends and conducts meetings, State and regional conferences and workshops to remain current on all issues relating to student services issues.

- Maintains close and effective working relationships among Federal, State, and County agencies; other school districts; community and non-profit organizations; the community and public; and other organizations that work in conjunction with the District.
- Prepares consultant contracts.
- Supervises, reviews, and evaluates the District's independent study program, home hospital program, and individual independent study contracts.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Applicable Credentials

Standard Elementary, Multiple Subject, CLAD, Specialist credentials (e.g. Ryan), or PPS credential and a Tier I Administrative Credential.

Training and Experience

Advanced degree in appropriate field (M.S. or Ed.D.). Five years of progressively responsible experience in education administration. Experience in managing state programs and/or grants and site principal experience preferred. Evidence of highly successful teaching experience.

Cabinet Salary Schedule

BOARD APPROVED: 10/19/22

REVISION DATES: 10/1/23