

CENTRAL UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: Supervisor of Support Services**Classification:** Certificated Management**Reports to:** Assistant Superintendent of Educational Services**Range:** Certificated Management Schedule

EDUCATION AND EXPERIENCE

California Administrative Credential and at least three years successful administrative experience with site administration experience preferred and experience in education leadership with the focus on implementation of district wide programs and systems of accountability.

Licenses and other Requirements:

Valid California driver's license; California Administrative Credential. Valid California Teaching Credential.

SUMMARY

The Supervisor of Support Services is under the direction of the Assistant Superintendent of Educational Services, is responsible for the implementation and coordination of district programs, inclusive but not limited to support for staff, teachers and administration.

1. Under the direction of the Assistant Superintendent of Educational Services, implements and monitors programs of accountability district-wide aligned with district goals.
2. Collaborates with Assistant Superintendent of Educational Services to establish the vision, goals and objectives for staff professional development programs that support.
3. Assists the Assistant Superintendent of Educational Services, in the evaluation of program(s) effectiveness.
4. Assists the Assistant Superintendent of Educational Services in the development of program(s) professional development.
5. Supports district student academic achievement and with integrated outcomes and practices according to district administrative regulations and procedures.
6. Creates and expands strong community, business, educational and private partnerships, alliances and strategies. The benefits from these partnerships will provide sustainability to the programs and instructional advantages of the various grant programs.

SPECIFIC QUALIFICATIONS

Should possess personal qualifications recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, maintain confidentiality and ability to work cooperatively with others.

1. Plans, organizes, implements, and evaluates programs to improve instruction, safety, employee retention, and attendance.
2. Provides research based professional development in a variety of professional settings for administrators and instructional staff – in the classrooms, on-line and large group presentations.
3. Creates, gathers and organizes strategies and resources for staff in a digital depository for easy reference.

4. Can support professionally trained teachers in integrated, health, and safety practices and student learning outcomes and plans training that is sequenced to build knowledge and application capacity for these goals in the classroom.
5. Meets regularly with administrators and staff to establish future goals and identify specific training needs of district personnel, including certificated and classified.
6. Provides resources to parent education programs.
7. Researches best integrated intervention practices and works with staff to pilot and implement those practices.
8. Interprets and presents in-service programs' objectives, results and needs to district staff, Board, civic and parent groups, teacher training institutions, and others.
9. Provides written communication to district staff regarding integrated instructional programs and enhancements.
10. Works with designated committees of teachers, principals and others on specific programs and projects.

Knowledge of:

- Principles and practices of modern personnel administration.
- District organization, operations, policies and objectives.
- Record-keeping techniques.
- Accountability models.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

Ability to:

- Supervise and evaluate the performance of assigned staff.
- Analyze and resolve critical issues with significant organizational impact.
- Work tactfully and effectively with administrators, employees and the public.
- Communicate clearly and effectively both orally and in writing.
- Utilize skills in computers including spreadsheets, data bases, word processing and mainframe access.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Plan and organize work.
- Maintain records and prepare reports.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills. Office environment; driving a vehicle to conduct work.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

10/21/2015