

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Assistant Superintendent of Student and Family Services Management

Classification: Certificated

Reports to: Superintendent

FLSA: Exempt

Range: Certificated

Management Salary

Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: advanced degree with coursework in administrative management, Student and Family Services, and/or a related field and five (5) years of increasingly responsible experience.

LICENSES AND OTHER REQUIREMENTS

- Possess a valid California Administrative Services Credential
- Possess a valid California credential authorizing service to K-12 in one or more of the following areas: teaching, school counseling, and/or school psychology
- Valid Driver's license
- Bilingual in Spanish required
- Masters degree preferred

SUMMARY

Under the direction of the Superintendent, the Assistant Superintendent of Student and Family Services provides leadership and management in the administration and evaluation of the services to support student wellness which includes Special Education, Child Welfare and Attendance, Parent Involvement, Campus Culture and Safety, Community Schools, and Athletics. Supports the Superintendent by providing assistance with administrative functions. Serves as a member of the Superintendent's Cabinet and participates in overall District planning, decision making and operation.

REPRESENTATIVE DUTIES (This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the essential job elements.)

- Accountable for improving engagement for all students.
- Accountable for developing policy and program changes to improve student outcomes, with emphasis on improving equity and access to district programs and services.
- Attend or chair a variety of meetings to represent the District, as assigned by the Superintendent.
- Work directly with the Superintendent to develop and lead a service-oriented department to support schools, school site leaders, instructional staff, students, student families, and educational partners.
- Plan, design, implement, and evaluate the delivery of services; determine and implement appropriate changes and improvements to ensure effective and cost-efficient programs.
- Support leaders by providing accurate and timely information regarding state and federal legislation.
- Oversees and directs the activities of schools to ensure compliance with state, local, and federal policies and procedures; ensures that the best instructional practices are being enacted in schools.
- Provides leadership and direction for school management; promotes collaboration and communication among school community partners; supports principals in strengthening parent and community relationships; and works with staff to ensure parent education and involvement activities are aligned with school and District student achievement goals.
- Strategize, develop, implement and direct a variety of innovative support programs, projects and

- activities related to the overall functioning and management of student and family services including professional development and in-service training of personnel.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files.
 - Attend Board meetings; prepare board communication and present agendas and reports to the Board as requested by the Superintendent.
 - Develop strategic relationships with community partners including student families.
 - Design, lead, implement and evaluate the District Multi-Tiered Systems of Support (MTSS).
 - Maintain and serve as a liaison between the District and the various community agencies.
 - Keep informed on legislation pertaining to school districts and communicate any changes to Cabinet and other appropriate District personnel.
 - Participate in and oversee the preparation of special projects as directed.
 - Visit school sites and classrooms on a regular basis.
 - Assist with communication, problem solving, and interpretation of policies and procedures for school personnel and members of the community.
 - Responsible for the evaluation of assigned certificated and classified employees.
 - Provide in-service training on promoting positive student behavior, attendance, restorative practices, and safety.
 - Develop, plan, organize and implement proactive long and short-term programs and activities designed to develop programs and services.
 - Maintain current knowledge of applicable provisions of the Education Code, Penal Code, Municipal Code, Safety Code, Federal Communications Commission regulations, and other rules affecting the safety and security of District property, personnel and students.
 - Develop and prepare budget reports; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established procedures.
 - Maintain confidentiality and make a clear distinction between public and confidential information.
 - Work with administrators to address student issues related to student and family services.
 - Ensure that department operations contribute to the attainment of District goals and objectives.
 - Participate in professional development activities to maintain current knowledge of rules, regulations, and practices related to areas of responsibility.
 - Assume responsibility for individual professional growth and development.
 - Performs special duties as may be assigned by the Superintendent.

KNOWLEDGE AND ABILITIES

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

Knowledge of:

- Current educational administration principles and practices.
- Educational programs, curriculum and instructional practices related to developing and supporting a climate of equity and inclusion.
- Employee organization contracts.
- Change process, strategic planning and coaching.
- Group process and consensus building.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Principles and practices of leadership.
- Applicable laws, codes, regulations, policies and procedures.

Ability to:

- Support and monitor the delivery of educational programs at assigned school sites.

- Modify strategies based on supervision and observations to increase student access and improve student achievement.
- Supervise, and assess, culture, learning supports, and staff capacity.
- Exercise judgment and discretion in interpreting and applying District policies and procedures.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures to District staff, students, and parents or guardians.
- Analyze and interpret data sets.
- Analyze situations accurately and adopt an effective course of action in concert with site administration.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work efficiently.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Analyze and respond appropriately in emergency situations

WORKING CONDITIONS

Environment:

Indoor and outdoor work environment; driving own vehicle to conduct work; contact with dissatisfied individuals, parents and students; home visits.

Physical Abilities:

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, stoop, kneel and crouch. 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, and use fine motor skills.