

ASSISTANT SUPERINTENDENT OF STUDENT SERVICES

DEFINITION:

Under the general supervision and direction of the Superintendent, the Assistant Superintendent of Student Services provides visionary leadership and strategic direction for programs and services that support the academic, behavioral, social-emotional, and physical well-being of all students. This position oversees Special Education, Attendance and Due Process, Community Schools, Equity and Inclusion Initiatives, Student and Family Engagement, and School Culture. The Assistant Superintendent works collaboratively across departments, especially with Educational Services, to integrate whole child supports into core instructional programs and ensure equitable outcomes for all learners.

QUALIFICATIONS:

Experience:

- At least seven (7) years of increasingly responsible supervisory and management experience.

Education:

- Master's degree desired
- Administrative Services Credential

Other:

- Valid California driver's license

DISTINGUISHING CHARACTERISTICS:

- Provides overall leadership and vision; demonstrate skills collaborating with teachers, classified staff, administrators, labor partners, and other key partners with the district
- Works with changing priorities, regulations, and deadlines
- Analyzes situations accurately and recommends necessary actions
- Performs essential job functions and job task requirements
- Establishes strategic alignment of priorities; uses goals and metrics to drive performance
- Builds cohesive and effective teams
- Embodies ethical leadership
- Models lifelong learning and continuous improvement initiatives

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of (supervisor), incumbent will:

- Collaborate with site leaders to develop positive behavior systems, restorative practices, and inclusive school cultures.
- Lead initiatives focused on social-emotional learning, trauma-informed practices, and student voice.
- Monitor and improve key school climate indicators such as student connectedness, safety, and belonging.
- Direct the implementation of the District's community schools strategy, integrating academic, health, mental health, and enrichment supports.
- Work with Educational Services to embed whole child principles into instructional design and site-based practices.
- Lead inter-agency partnerships to provide wraparound services addressing student and family needs.
- Develop and sustain strong relationships with families, community partners, and local agencies.
- Engage historically underserved communities in District decision-making.
- Design and monitor equity-focused policies and practices that eliminate barriers to student success and promote inclusive environments.
- Oversee Special Education programs, services, and compliance with IDEA and Section 504.

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- Ensure high-quality, individualized education for students with disabilities aligned with District goals.
- Oversee development and enforcement of attendance policies, discipline practices, and due process procedures.
- Implement equitable student discipline with a restorative and culturally responsive approach.
- Serve as the District lead for the School Attendance Review Board (SARB) and related intervention processes.
- Work with administrators to determine program budgets and evaluate instructional programs.
- Develop, implement, and monitor processes for compliance, quality, and fiscal accountability.
- Interpret and implement policies related to Student Services.
- Supervise and evaluate the performance of assigned personnel.
- Plan and arrange training for assigned staff.
- Develop and prepare budgets for various programs, analyze and review budgetary and financial data, and monitor and authorize expenditures.
- Ensure compliance with laws and regulations, plan and implement strategic long and short-term programs.
- Direct the assessment, development, implementation, and coordination of the District's Student Services programs.
- Other duties as assigned

KNOWLEDGE:

- Education Code, District policies, District goals, District procedures, and state and federal regulations related to Special Education including the ability to interpret and apply rules, regulations, and standards to public school leadership and communication styles to address and meet the needs of various school and community stakeholders
- Effective management of school operations technology applications relative to Special Education, general education, and administration
- Personnel practices and interpersonal relations
- District organization, operations, policies objectives and goals

ABILITIES AND SKILLS:

- Effective staff and public relations skills
- Verbal and written communication skills
- Planning and organizational techniques

PHYSICAL REQUIREMENTS:

- Ability to lift, carry, push and/or pull items with a strength factor of medium work
- Hear and speak to exchange information in person or on the telephone
- See to read a variety of materials
- Possess dexterity of hands and fingers to operate a computer keyboard
- Stand or walk
- Bend at the waist, kneel or crouch to file materials
- Sit or stand for extended periods of time
- Reach above shoulders to file materials
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District staff and the public.