

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Assistant Superintendent, Student Support Services	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Assistant Superintendent	FLSA:	Exempt
POSITION CODE:	9730	WORK YEAR:	12 Months
DEPARTMENT:	Deputy Superintendent Office and K-12 Schools	SALARY:	Range 24 Salary Schedule A
REPORTS TO:	Deputy Superintendent	CABINET APPROVAL:	07-10-17

BASIC FUNCTION:

Accountable for improving student achievement for all students in providing leadership in developing, achieving, and maintaining the best possible educational programs and services. The Assistant Superintendent will develop, lead, plan, organize, control, and direct the Student Support Services of the District to provide student access and opportunity of high quality learning options to stay in school on target to graduate; secure funding of programs; develop, implement and monitor processes for compliance, quality and fiscal accountability to ensure the financial stability of District; provide information to Assistant Superintendents and School Site Leaders regarding District's student support services and programs along with state and federal legislation; supervise the translation of the District's educational philosophy, goals, and objectives into active terms that directly benefit each individual student; and evaluate the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)

REPRESENTATIVE DUTIES:

Direct the assessment, development, implementation, and coordination of the District's Student Support Services and educational programs. **E**

Oversee and lead the Student Support Services departments including, but not limited to Integrated Support Services, Youth Development, Student Hearing and Placement, Enrollment Center, and Athletics in developing and offering innovative student support and instructional programs throughout the District. **E**

Provide leadership, coaching, and direction for all site and department leaders in support of educating each student at a high level to achieve their personal best. **E**

Accountable for collaboratively developing and delivering systems of professional learning for all leaders and staff in the implementation of effective Student Support Services programs to improve learning and teaching in classrooms to eliminate the student achievement gap. **E**

Collaborate with the Assistant Superintendents and School Site Leaders regarding school support services in planning, organizing, controlling and directing the implementation, maintenance and development of English Learner programs and services of the District to meet the educational, social services, and specific individual needs of families, children and staff. **E**

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education students. **E**

Formulate, in collaboration with assigned staff, educational curriculum and services to meet the needs of students in special programs such as special education, bilingual education, gifted and talented education, and “at risk.” **E**

Visit sites to support effective Student Support Services program implementation, identify best practices and ensure appropriate academic instruction to meet the needs of students, families and staff. **E**

Work cooperatively with administrators from the various divisions in determining program budgets as well as evaluative criteria and evaluation design by which instructional programs will be measured. **E**

Develop, implement, and monitor processes for compliance, quality, and fiscal accountability to ensure the financial stability of the District. **E**

Responsible for the development, interpretation, and implementation of policy as it relates to Student Support Services. **E**

Communicate District’s educational programs, philosophies, and policies to staff, students, and the community. **E**

Support Assistant Superintendents and School Site Leaders by providing accurate and timely information regarding state and federal legislation. **E**

Supervise and evaluate the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees and recommend transfers, reassignment, termination, and disciplinary actions; and plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Advise and consult personnel, site staff, and advisory groups in the development and implementation of programs and budget; communicate options and limitations of funding and program development. **E**

Serve as legislative liaison at state and federal levels; direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; attend and/or conduct a variety of meetings and prepare agendas; prepare a variety of correspondence. **E**

Secure funding of programs and effectively allocate and maximize resources in support of student learning to stay in school on target to graduate. **E**

Develop and prepare budgets for various programs; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District; and develop budget schedules and processes for sites and departments. **E**

Develop, interpret and monitor programs’ budgets, and evaluate and compare costs associated with the delivery of services. **E**

Develop and prepare the annual budget for the Student Support Services; analyze and review budgetary and financial data; and monitor and authorize expenditures in accordance with established guidelines. **E**

Provide technical expertise and support to District and site personnel regarding assigned functions; formulate and develop effective policies and procedures to accomplished stated goals. **E**

Ensure compliance with various laws and regulations; plan, organize, and implement strategic long and short-term programs and activities designed to enhance assigned programs and services to provide students access to high

quality learning options and a variety of activities; and establish annual program goals and benchmarks for English Learner programs and services to support the District goals. **E**

Communicate and collaborate with other administrators, District personnel, educational agencies, outside organizations, and parent/community groups to coordinate activities and programs, resolve issues and conflicts and exchange information; ensure proper implementation and clear communication of program activities to assigned site leaders and instructional staff; and model District's standards of ethics and professionalism. **E**

Be accountable and hold administrators, teachers, and students accountable for increasing student achievement; value risk taking and innovation in support of performance improvements throughout the District. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to the Student Support Services and District's educational programs. **E**

Perform related duties consistent with the scope and intent of the position.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree and seven years increasingly responsible supervisory and management experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile; and Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of the District's Student Support Services and educational programs.

Current research on English Language Development, second language acquisition, bilingual methodology and the role of instructional coaching in English Learner programs.

Current educational administration principles and practices.

District organization, operations, policies, and objectives.

Planning and management processes.

Budget preparation and control.

Operation of a computer to enter data, create documents, and generate reports.

School management, practices, supervision, development, and training.

Educational programs, curriculum and instruction, and learning of students K-12.

Oral and written communication skills.

Principles and practices of administration, supervision, and professional learning

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Instructional programs at all levels.

Urban schools and issues affecting the welfare of English Learners.

Labor Relations law and employee and union contracts.

District organization, operations, policies objectives and goals.

ABILITY TO:

Plan, organize and administer the entire Student Support Services of the District.

Direct and coordinate the assessment of the Student Support Services needs of District's students.

Analyze statistical data for trends, and develop strategies for improvement.

- Ability to translate theory into action.
- Utilize interpersonal skills using tact, patience, and courtesy.
- Establish and maintain effective working relationships with District staff and administrators, outside agencies, and the diverse stakeholders.
- Recognize political and priority implications in developing and implementing programs and strategies.
- Communicate effectively, both orally and in writing.
- Work collaboratively and build positive relationships with a diverse group of stakeholders.
- Implement management strategies based on evaluation data.
- Focus and appropriately allocate resources toward identified goals.
- Analyze situations accurately, and adopt an effective course of action.
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
- Negotiate skillfully in difficult situations and create solutions to promote compromise.
- Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal; demonstrate loyalty and high ethical standards.
- Manage change and design an effective system of reporting progress and monitoring results.
- Attend District program meetings which may be held at different sites.
- Plan and organize work to meet schedules and deadlines.
- Prepare comprehensive narrative and statistical reports.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet the State and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

HEALTH BENEFITS: District pays a portion of the employee’s health benefits through District-offered plans.

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

Jorge Aguilar, Superintendent

Date