



## CERTIFICATED JOB DESCRIPTION CAJON VALLEY UNION SCHOOL DISTRICT

### ASSISTANT SUPERINTENDENT – STUDENT SERVICES

**DIRECTLY RESPONSIBLE TO**  
Superintendent

#### PRIMARY FUNCTION

Provides leadership in the operation and administration of student services, including special education programs, health services, psychological services, mental health services, and early childhood programs.

#### AREAS OF RESPONSIBILITY

- Provides a vision for the direction of student services, such as school safety, discipline issues, and curriculum to meet the unique needs of students. Develops and implements effective and innovative programs and services.
- Assists other district administrators in recruitment and hiring of staff members in all areas of responsibility.
- Assigns certificated and classified staff to programs and evaluates the performance of those personnel not assigned direct supervision by other administrative personnel.
- Assumes responsibility for the orientation and in-service training of teachers, counselors, psychologists, nurses, aides, and others assigned to the various special programs.
- Serves as ex-officio chairperson on committees dealing with admissions, student progress, and discharge. Represents the district at state, county, and regional meetings.
- Supervises and coordinates the on-going effort of assigned staff members to improve the curricula of the various programs.
- Recommends policies and compliance procedures essential to the needs of children for federal and state funding.
- Keeps informed of all legal requirements governing education, specifically related to health services, psychological services, mental health services, Medi-Cal programs, and other programs which support student services.
- Acts as a liaison between the district and other public agencies regarding those issues related to areas of responsibility.
- Recommends policies and administrative regulations for the purpose of supporting student needs for, and access to, the educational process.
- Keeps abreast of curriculum innovations, learning theory, and current organizational practice for the purpose of modifying, updating, and improving programs and services.
- Interprets and provides advice regarding legal requirements and district objectives for the program areas within scope of responsibility to the Board, administration, staff, and public.
- Develops budget recommendations to assure the effective implementation of program areas within scope of responsibility.
- Assists staff and parents in resolving issues of concerns.
- Interprets policy, procedure, and school law to parents, staff, and provides leadership regarding the implementation of student programs.
- Evaluates existing programs as an ongoing responsibility and recommends changes and additions as required. Works closely with school site administrators to ensure student resources and services are exhausted prior to placement of children in a special education program.
- Establishes procedures for assessment, placement, evaluation, assignment, and review of students with regard to the full continuum of student support services.
- Develops budget recommendations and provides expenditure control on established budgets for each area of responsibility.
- Responsible for compiling, maintaining, and filing of all reports, records, and other documents legally required or administratively useful.

- Responsible for developing, implementing, and evaluating annual goals, objectives, and procedures for all assigned programs.
- Serve as a member of the Superintendent's Cabinet and District Management Team.
- Perform all other related duties as assigned by the Superintendent.

### IMMEDIATE SUBORDINATES

Certificated and Classified staff including directors, program specialists, coordinators, supervisors, itinerant staff, health services personnel, psychologists, and office personnel.

### JOB REQUIREMENTS

- Master's Degree
- Appropriate California teaching and/or services credential authorized for grades K-8 and Administrative credentials
- Background in student services, including special education
- Administrative experience at the district level

### WORKING CONDITIONS

#### ENVIRONMENT:

- Indoor and outdoor work environment

#### PHYSICAL ABILITIES:

- Bending at the waist, kneeling or crouching to assist students
- Lifting to assist students; lifting to move equipment and materials
- Sitting or standing for extended periods of time
- Walking extended lengths to move around offices, campuses and community

### SALARY

In accordance with the Cabinet Members' Salary Schedule