

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Assistant Superintendent, Student Support Services	CLASSIFICATION:	Non-Represented Management DM Dent
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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**

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.