

ASSOCIATE SUPERINTENDENT/ADMINISTRATIVE SERVICES**MANAGEMENT POSITION**

PRIMARY FUNCTIONS: Assist in the overall organization and general administration of the Student Services Departments

FUNCTIONAL RESPONSIBILITIES: Under the direction of the Superintendent, the Associate Superintendent/ Administrative Services shall provide leadership in planning and organizing the district's student services program and shall assist in developing and implementing programs.

APPOINTMENT

The Superintendent shall recommend a candidate to the Board of Trustees for appointment.

OPERATIONAL RESPONSIBILITIES

Operational responsibilities include but are not limited to the following:

The Associate Superintendent/Administrative Services shall:

1. Supervise the district assessment and accountability program.
2. Chair special task force and ad hoc committees as assigned by the superintendent.
3. Supervise development of federal funded programs included in the consolidated application (Chapter I and II, Vocational Education, and Migrant Ed.)
4. Supervise development of state categorical programs and reporting requirements, i.e. Local Control Accountability Plan (LCAP), Single Plan for Student Achievement (SPSA)
5. Supervise administration of the district's adult education and community education program.
6. Supervise administration of the district's alternative education and credit recovery programs.
7. Assist in preparation of reports or supporting data, and perform other duties as may be assigned by the district superintendent.
8. Supervise the Instructional Technology Plan, organize, coordinate and direct technology services for the District including software/hardware purchases, software/hardware implementation, staff development
9. Direct and supervise District counselors.
10. Supervise the district Special Education Department, including all regional, non-public and residential placements including budget and program and Special Education Local Plan Area (SELPA) transition.
11. Lead staff development planning and activities for administrators, certificated and classified staff, and seasonal employees including hundreds of athletic coaches, tutors and advisors.
12. Support the collection of student information and data.
13. Involve parents and community in the development, implementation, and evaluation of District programs through District committees and other citizen groups.
14. Serve as complaint officer for Uniform Complaints, Williams' Uniform Complaints, Complaints Against Personnel, Grade Challenges, and other District level concerns by parents, staff, students and community members.

15. Supervise the administration of all activities pertaining to the suspension, expulsion, and re-admission of students following an expulsion. Ensure that District procedures attend to laws and policies concerning students' rights and responsibilities.
16. Serve as the District's agent to approve or deny intra-district, inter-district transfers, student exchange programs, and all district enrollment programs, options and appeals.
17. Develop and monitors the school bell schedules, required instructional minutes, and district academic calendar.
18. As needed, develop, revise, and recommend Board Policies and Administrative Regulations to the Superintendent in all student related matters.
19. Serve as District's Custodian of Records.
20. Coordinate with Construction Department regarding Educational Facility Master Planning, e.g., Prop AA, including the constant moving of students, faculty and resources due to the California Open Enrollment Act.
21. Supervise the administration of the District's ever expanding co- curricular, extra- curricular programs, including Athletics.
22. Supervise and evaluate the Middle School Principals and Assistant Principals.
23. Coordinate with Human Resources on master schedule process including staffing, school, and program equity.
24. Coordinate and run multiple summer programs.