



**POSITION DESCRIPTION**

**Title: Assistant Superintendent of Student Support**

**Department:** Student Support

**FLSA Classification: Exempt  
Considered Essential Staff/Disaster Service  
Worker during any emergency  
or crisis**

**Bargaining Unit:** None

**Work Year:** 12 Months

**Reports to:** Superintendent

**Board Approval Update: 2/11/2026**

**Salary Grade: Unscheduled Management (\$191,591.31 Annual Salary (224 days) + \$1,200 each for Masters, Ph.D or Ed.D, and BCLAD or Bilingual Authorization)**

**Primary Function:**

Under general direction of the Superintendent, the Assistant Superintendent oversees the student support division to ensure a cohesive instructional program aligned to the district mission and vision. Plans, organizes, monitors, coordinates and supervises a complex system of teaching and learning and all school operations, including but not limited to: student achievement, staff evaluations, parent involvement, school safety, principal performance, school climate, data analysis and impact on instruction, organizational alignment of curriculum, budget development, professional development, leadership training and community partnerships; district instructional programs, including but not limited to: standards based programs, differentiated instruction, student assessment system, professional development and student support systems including Special Education and English Language Learners; provides leadership in promoting the educational objectives and values of collaborative planning, District curriculum, effective instructional practices and support programs and services; directly supervises Executive Directors who directly supervise schools and other District staff.

**Essential Job Responsibilities include, but are not limited to the following:**

- Oversees the instructional services division to ensure a cohesive instructional program aligned to the district's mission and vision.
- Oversight of Dependent and Independent Charters: Managing the comprehensive lifecycle of charter schools, including the rigorous evaluation of charter renewals, ensuring strict adherence to state regulations, and monitoring the development and execution of Local Control and Accountability Plans (LCAPs).
- Provides direct supervision to Executive Directors and builds leadership capacity of Executive Directors in their skills related to school supervision.
- Provides leadership that develops and supports high-performing school leadership and teaching teams. Directs and participates in planning, design, administration, and improvement of District level programs that optimize student academic achievement.
- Supervises site principals relative to the duties and responsibilities outlined in the respective job description, including but not limited to: budget development and management, facility appearance, maintenance and utilization, program implementation and effectiveness, community and parent involvement, labor relations, and staff and student performance.
- Directs and integrates services such as curriculum and instruction, categorical programs, special education, and student services in order to provide efficient delivery of education. · Plans,

organizes, and implements educational services and support programs which provide educational services to schools to facilitate teaching and learning in the classroom.

- Plans, develops, organizes, and implements curriculum, programs, and review of services and professional development consistent with identified needs which will result in continuous improvement of teaching and learning.
- Directs and participates in planning, design, administration, and improvement of District-level programs that optimize student academic achievement.
- Develops, implements, and monitors standards for all programs pertaining to the District's special education, counseling services, psychological services, and English Language Learner services.
- Oversees state and federal legislation related to special education and ensures local compliance.
- Directs, implements, and facilitates the development and implementation of action plans intended to accomplish specific goals related to special education and English Language Learners.
- Directs and provides internal and external advocacy in-service levels for special education. Consults with special education leadership on developing, implementing, and auditing services.
- Demonstrates and develops high academic and behavioral expectations, collaborative planning and program development, responsive management, and personal accountability.
- Researches and develops proactive, cost-effective budgets for schools and services, providing assurance that they are sufficient to support growth and efficiency. Provides oversight to categorical and grant-funded budgets to ensure cost recovery and outcomes.
- Provides primary strategic leadership for planning, implementing, evaluating, and coordinating the educational programs offered by the District.
- Develops and implements clear, collaborative and inclusive decision-making processes that ensure integration of services and support functions. Establishes standards and provides leadership and performance management of site and District administrators.
- Establishes a format for Executive Directors and Directors to collaborate on the design of research-based instructional intervention plans. Consults with Directors on data-driven implementation methods for improving student achievement.
- Coordinates the dissemination of information, policies, regulations, procedures and reports to school administrators.
- Conducts site inspections and classroom visitations to assess educational and operational effectiveness and assists school administrators to establish and maintain a positive learning environment.
- Provides guidance and available resources to school administrators, which will assist and maintain an effective educational environment.
- Coordinates, directs, and supports the development, implementation and analysis of District initiatives.
- Supervises and holds accountable the performance outcomes and professionalism of administrative staff and their respective teams.
- Works cooperatively with other departments and team leaders.
- Maintains up-to-date knowledge of significant trends in education, legislation, and regulations impacting the District, including and not limited to, best practices, educational technology, learning theories, blended instruction delivery, mandates, and legal updates.
- Serves on the Superintendent's Executive Cabinet and participates in District-wide planning, development, and evaluation.
- Provides direct assistance to the Superintendent in strategic planning, implementation, monitoring and evaluation of District initiatives and programs.
- Develops and implements strategic vision and direction for the District in alignment with District Core Beliefs and Strategic Framework; provides technical and intellectual expertise regarding assigned functions; formulates and develops policies and procedures.
- Informs the Superintendent of critical issues within the District and incidents about which he/she and the Board should be aware.
- **Develops vision and direction of programs and practices that prioritize the health and welfare of all**

students.

- Upholds practices and policies aligned with the rights of students and parents per board policy and California Education code
- Ensures the district follows strict legal protocols
- Oversees the development and enforcement of District-wide "Dignity for All Students" acts to prevent cyberbullying and physical peer-to-peer conflict.
- Ensures that students experiencing housing instability have immediate access to enrollment, transportation, and other resources under the McKinney Vento act.
- Oversees the implementation of legal interventions to improve chronic absenteeism.
- Oversees the development and implementation of discipline policies that keep students in school while addressing the root cause of behaviors.
- Develops leadership within departments and schools.
- Supervises and holds accountable the performance outcomes and professionalism of administrative staff and their respective teams.
- Works cooperatively with other departments and team leaders.
- Maintains up-to-date knowledge of significant trends in education, legislation, and regulations impacting the District.
- Develops and revises policies for submission to the Board of Trustees.

## **MINIMUM QUALIFICATIONS**

- Any combination of training, education, and experience directly related to the duties and responsibilities of the position.
- Master's Degree or higher.
- Successful public school experience in teaching and school administration.
- Demonstrated record of managing large scale systems, program alignment and coherence.
- Ability to pass Department of Justice (DOJ) fingerprint clearance requirements

## **Licenses/Certifications**

- A valid Driver's License
- Appropriate California Administrative Services Credential

## **Knowledge and Skills**

- Advanced professional knowledge of theories, concepts, principles, and practices in instruction, curriculum, learning, and education administration.
- Mastery of the theories, procedures, methods and requirements for designing, implementing and integrating curriculum theory and action plans that accomplish educational goals in a TK-12 environment.
- In-depth knowledge of national, state, and District educational goals and standards, and administration of District policies, local, state, and federal laws pertinent to schools.
- In-depth knowledge of California Education Code and board policy and the intersection with student and family rights and responsibilities
- In-depth knowledge of the most recent research and proven best practices in closing achievement gaps and meeting the diverse needs and styles of students.
- Well-developed skills to use a computer, common office productivity applications, and specialized software used in education and research environments.
- Knowledge of budget and financial controls, and well-developed skills to understand financial statements, statistics, and non-parametric data relationships.
- Advanced human relations skills sufficient to conduct formal presentations to large and diverse audiences, to facilitate executive and management-level group action planning, external relations, conflict resolution, performance appraisal, and facilitate in-service education.

- Advanced language and writing skills to develop complex business plans, goals, and objectives, and make formal presentations.
- Ability to work with other departments and team leaders.

### **Abilities**

- Ability to perform all of the duties of the job that support its objectives.
- Ability to plan, prioritize and assign work in order to meet yearly schedules and timelines.
- Ability to learn and apply pertinent legislation, regulations, and District requirements for performance.
- Ability to lead and work with school improvement initiatives for narrowing student achievement gaps and improving overall achievement.
- Ability to write complex reports and program materials.
- Ability to solve complex problems where trade-offs and risks are involved, confrontations exist and the status of staff and students can be impacted.
- Ability to manage staff toward measurable performance outcomes.
- Ability to interact on both a formal and informal basis with a wide range of contacts within and outside of the school setting.
- May require the ability to communicate in a second language.

### **Working Conditions**

Work is performed in indoor and outdoor environments where there is some exposure to safety considerations.

### **Physical Abilities**

Requires sufficient ambulatory ability to walk about the school campus on a continuous basis. Requires sufficient visual acuity to recognize words and numbers. Requires hand-arm-eye coordination to use a computer keyboard and retrieve files from standing, forward flexing, and seated positions. Requires auditory capacity to speak and hear in public settings.