

Corning Union Elementary School District  
Job Description

**ASSISTANT SUPERINTENDENT OF EDUCATIONAL SERVICES**

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| Salary Range: | Administration Salary Schedule |                                |
| Work Year:    | 215 Days                       | Approved by: Board of Trustees |
| Reports To:   | Superintendent                 | May 1, 2012                    |

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**POSITION SUMMARY:**

The Assistant Superintendent of Educational Services is directly responsible to the District Superintendent and administers all elements of the District Special Education and Pupil Personnel Services Programs; designs, implements, and maintains Learning Centers at school sites, and works directly with teachers, paraprofessionals, and administrators to improve instruction for students.

**ESSENTIAL FUNCTIONS:**

Oversees District school site implementation of Special Education programs and services to include service delivery, budget development and supervision, program and curriculum development, training, coordination, and employee evaluations.

Provides for a data driven system for special education in which essential timelines, assessment information, locations, and services are readily accessible to professional staff.

Provides for articulation and integration of the special education program and other District instructional and support programs.

Plans, organizes, and directs the District curriculum, and instruction design and development programs, instructional delivery systems, and the strategies and techniques for achieving optimal educational and instructional results.

Plans, organizes, develops, and conducts a variety of staff development and inservice training programs.

Attends IEP meetings, when necessary.

Prepares State, District, and Federal reports as needed.

Assures compliance with and implementation of required 504 Student Services.

Assists in the determination of resource allocation and levels of service according to established policy for the purpose of ensuring the fiscal economic support of programs.

Monitors maintenance of effort for the purpose of fiscal efficiency in providing required

services.

Serves as administrator of the Community Day School and Home Study Program.

Oversees the English Language Development (ELD) program.

Supervises all activities related to student expulsion procedures and chair student expulsion hearings.

Coordinates District Counseling Services and implementation of violence prevention, substance abuse prevention and student social skill development curriculum and programs.

Coordinates Intern counseling and psychological services in conjunction with local universities.

Supervises and evaluates the District psychologists, counselor, and nurse.

Serves as the District representative to the Special Education Local Plan Area (SELPA) Executive Committee. Assists in development and implementation of District Special Education programs consistent with revised funding requirements and re-authorization of federal Special Education law.

Coordinates District interface with Tehama County Social Service, Mental Health and Probation Departments. Coordinate implementation of school site provision of Tehama County Department of Mental Health Counseling Services.

Participates in the selection of textbooks and provides guidance concerning textbooks and other instructional material usage.

**OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):**

Coordinates the Gifted and Talented Education Program (GATE).

Chairs the Student Attendance Review Board (SARB) and coordinate activities associated with SARB referrals.

Serves as administrative head of the District in the absence of the Superintendent.

Other duties as assigned.

## QUALIFICATIONS/EDUCATION:

California Administrative Service Credential and a Masters Degree in related field.

Strong background in special education and curriculum.

Knowledge of curriculum and instruction design and delivery systems, including audit and evaluation processes that determine process effectiveness.

Knowledge of federal and state laws pertaining to Special Education, 504 and the Americans with Disabilities Act.

Ability to provide consultation to psychologist, nurse and counseling staff in regard to required assessment, intervention and prevention activities.

Demonstrated leadership skills, coupled with the ability to work effectively as part of a leadership team.

Demonstrated ability to work effectively with Board members, administrators, teachers, parents, and other staff members.

Knowledge of attendance laws and responsibilities consistent with the role of Student Attendance Review Boards.

Knowledge of laws and regulations specific to pupil suspensions and expulsion.

Experience with development and implementation of alternative education programs.

Communicates effectively; both orally and in writing.

Ability to speak, read and write in the Spanish language is desirable.

Valid California Driver's License.

## PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to sit, walk, stand, talk, and hear.
- Specific vision abilities required by this job include close vision and distance vision.
- Frequently driving or the ability is performed while meeting the demands of this job.
- Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers.
- Occasionally the position requires the employee to work irregular or extended hours and meet the demands from several people.