

Campbell County Schools

Effective: October 1, 1997

Updated: May, 2007

Class Code 0030

JD Locator 1.04

TITLE: Assistant Superintendent for Student Services

QUALIFICATIONS:

1. Holds a valid Kentucky Teaching Certificate.
2. At least 10 years successful experience in teaching and school administration.
3. Rank I Certification.
4. Holds a valid certification as Director of Special Education.
5. Such alternatives to the above as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Preschool, Day Treatment, Juvenile Justice Detention Center, Campbell County Central Alternative program, Special Programs, Child Development Program at CCHS, Before and After School Services, Summer Programs, Counselors, Family Resource and Youth Service Centers, Alumni program, Community Partnerships, Kindergarten registration and screening, Response to Intervention, Teacher Assistance Team process, Nurses

JOB GOAL: To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational program.

PERFORMANCE RESPONSIBILITIES:

1. Complies and maintains a training system of all children receiving services in all supervised programs.
2. Reviews and implements compliance with federal and state guidelines.
3. Assists in coordinating all supervised programs in the district.
4. Keeps informed of all legal requirements governing all supervised programs.
5. Works cooperatively with school principals and staff in all matters related to supervised programs
6. Supervises and works directly with teachers of supervised programs.

Assistant Superintendent for Student Services - Continued

7. Coordinates and keeps up-to-date on all student Admission and Release Committee meetings, as appropriate.
8. Recommend policies, procedures, and programs essential to the needs of supervised programs.
9. Establish procedures for requisitioning, ordering, and paying for supervised programs' equipment and supplies.
10. Maintains contact with various agencies providing services and information dealing with supervised programs.
11. Assists in evaluation of supervised programs and makes suggestions for their improvement or revision.
12. Establish and supervise procedures for assessment, placement, evaluation, assignment, and reappraisal of students with regard to supervised programs.
13. Be involved in pre-school child find.
14. Develop procedures for referral, securing medical reports, psychological examination and placement of students in supervised programs.
15. Assist in recruitment and selection for hiring of any personnel in supervised programs.
16. Develop budget recommendations and provide expenditure control on established budgets of supervised programs.
17. Consult with parents of students enrolled in the programs.
18. Enhance professional growth and development through literature, awareness of new research findings and improved techniques, and through attendance of appropriate professional meetings and conventions.
19. Provide in-service for staff in line with national trends and policies.
20. Perform other duties consistent with the position assigned by the Superintendent.

TERMS OF EMPLOYMENT: Work schedule to be established. (See board approved scheduling)
Salary as established by the Board of Education