



REVISED: 03/29/2023  
Submitted: 03/28/2023

JOB TITLE:	ASSISTANT SUPERINTENDENT STUDENT SUPPORT SERVICES
DIVISION	CHIEF OF STAFF
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4007
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Provides leadership for planning and developing the District’s support service for students including; Family Resource and Youth Services Centers (FRYSCs), Guidance Counselors and Mental Health Practitioners, Community Support Services, School Health Services and the Crisis Response Team. Collaborates with instructional program leadership to ensure alignment with District vision and goals and with other Assistant Superintendents to determine school needs and plan for supports. Provides leadership to the District in complying with federal and state laws and regulations as applicable to areas of supervision.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Creates systems for assessing need and providing adequate and equitable supports for schools
- Coordinates student support services focusing on quality, consistency and compliance and alignment with District vision and goals
- Oversees work of (school Guidance Counselors and Mental Health Practitioners), FRYSC, Community Support and personnel, ensuring alignment with District vision and goals
- Collaborates with other Assistant Superintendents to determine and plan for school needs and supports
- Develops the operating budget for the organizational unit and assures all functions operate within the appropriated allotment
- Monitors and oversees the performance appraisal process for designated areas of supervision
- Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to areas of supervision
- Evaluates staff as assigned
- Performs all other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

**MINIMUM QUALIFICATIONS**

- Master’s Degree with Kentucky Certification for Superintendent
- Five (5) years of successful administrative experiences
- Ten (10) years of successful public school service in a certificated position
- Three (3) years of successful experience as a teacher
- Ability to articulate vision of best practice for instructional programs
- Understanding of systems management

Demonstrated leadership ability within diverse groups

Effective communication skills

**DESIRABLE QUALIFICATIONS**

Ten (10) years of experience as a school principal

Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large urban school district

Advanced preparation or doctorate

Experience in a diverse workplace