



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	ASSISTANT SUPERINTENDENT ACADEMIC SUPPORT PROGRAMS AND SPECIAL POPULATIONS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	260 DAYS
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 Early Childhood, English Language Learners; 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 the Early Childhood program and services focusing on quality, consistency and compliance and alignment with District vision and goals
- Coordinates the English as a Second Language/English Language Learners program (Title 3) and services focusing on quality, consistency, compliance and alignment with District vision and goals
- Oversees work of (school Guidance Counselors and Mental Health Practitioners), FRYSC, Community Support and School Health 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