

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**ASSOCIATE SUPERINTENDENT
EDUCATION AND SUPPORT SERVICES**

DEFINITION

Under the direction of the Superintendent, the Associate Superintendent, Education and Support Services, supports the educational programs of the District by serving as an executive member of the Superintendent's cabinet, providing leadership and assuming management responsibility to facilitate implementation of the mission, vision, values and goals in accordance with the balanced fundamental principles of a professional learning community.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Plan, develop, and implement effective administrative leadership support systems and delegate appropriate areas of responsibility to subordinates in order to develop capacity in site and district administrators.
2. Develop, plan, collaborate, implement, direct and evaluate General and Special Education instructional goals and processes, designed to meet the unique needs of students and community in compliance with state and federal laws and regulations, Board policies, and collective bargaining agreements.
3. Develop, implement and, when necessary, update instructional policies and procedures and administrative regulations ensuring compliance with state and federal laws and regulations and collective bargaining agreements.
4. Assist the educational community in understanding the District, state and federal goals, District objectives, programs, support services for students, philosophy, and policies and the strategies utilized for achieving them. Expand public awareness and outreach to broaden support of public schools.
5. Develop a system that regularly reviews and monitors policies, procedures, and practices to ensure all operational systems and academic endeavors are continuously aligned and improved.
6. Present to the Board of Trustees, Superintendent and/or cabinet regarding educational related activities.
7. Establish a results-based culture through the continuous collection, examination and use of data to develop long and short-range plans to improve systems and processes.
8. Serve as an advisor to the Superintendent on matters related to educational programs.
9. Provide support to the Superintendent with one-time, long-term or on-going special projects as needed.
10. Serve as the Superintendent's designee in matters regarding educational matters, parent complaints, conflict resolution, grievance or disciplinary actions, in both general education and special education.
11. Develop a sound departmental fiscal management system to ensure resources are aligned to educational goals and objectives, including alignment and integration of categorical funds.
12. Promote alignment and continuity of systems and processes and identify and encourage leadership potential.
13. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards.
14. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.

15. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.
16. Oversee litigation and compliance complaints for students with disabilities under the Individuals with Disabilities Act (IDEA) and consult with American Disabilities Act (ADA) and Section 504 litigation.
17. Collaborate with the Special Education Local Plan Areas (SELPA) Governance Council in the development and modification of legislation and participate in Due Process Hearings, Mediations and Resolution Session conferences, and attend Individual Education Plan (IEP) meetings as needed.
18. Provide guidance for all student placements outside of the District and/or in other restrictive settings; oversee all nonpublic school and nonpublic agency placement, invoicing, payments and services rendered from these sources.
19. Develop and implement proactive measures to build positive relationships with parents and minimize due process activity.
20. Collaborate with other school districts in developing programs to avoid costly duplication of special education services.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; the State and Federal Framework in all subjects taught and District curriculum standards as appropriate; principles, theories, practices, methods and techniques used in curriculum development and classroom instruction; current trends and research concerning the growth and development of school-age students; practices and procedures of efficient organization and supervision; child guidance principles and practices; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; instructional technology; student and program assessment systems; budget development and management.

Ability to: Lead, plan and implement efforts in the area of elementary instruction; demonstrate effective, organizational, and administrative leadership; assist elementary schools in the implementation of the District Strategic Plan; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish and maintain professional relationships with pupils, parents, community members, colleagues and staff; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; comply with the District's customer service standards, as outlined in Board Policy.

Education: Master's degree from an accredited college or university in a related field.

Experience: Eight years of progressively responsible management experience in public education including five years of successful teaching experience, and three years Principal experience.

Credential: Valid California Teaching Credential; Valid California Administrative Services Credential.