



## **ASSISTANT SUPERINTENDENT FOR EDUCATIONAL SUPPORT SERVICES AND HIGH SCHOOL SERVICES**

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### **POSITION SUMMARY**

Assist the Superintendent in the administration of the School District by overseeing high schools and directing educational support services for the District including special educational programs, regional special educational programs, health services, school psychology and social work, alternative education, night school and charter schools. Serve as a member of the Superintendent's Staff and the Superintendent's Core Team in overall District education planning and implementation.

### **SUPERVISORY RELATIONSHIPS**

Reports to the District Superintendent. Directly or indirectly supervises all staff of the Educational Support Services and High School Services Department.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

Direct the planning, development, and implementation of all District educational support programs by working cooperatively with administrators of Elementary, Secondary and Instructional Services to provide an excellent education for all District students.

Direct the monitoring and evaluation of educational support programs; help establish criteria, goals and procedures to be used to ensure the delivery of appropriate special education opportunities are consistently provide wherever needed. Provide guidance to department administrators in responding to contentious issues.

Oversee the operation and programs of high schools, including oversight of school principals. Assist school principals in their functions by assisting in problem-solving and responding to their legal, contractual, policy and procedure questions so that decisions they make and the actions are in the best interest of students, teachers, administrators and the District as a whole. Work with school administrators to resolve complex problems and respond to sensitive situations.

Oversee the staffing and services provided by school nurse program.

Represent the District on a variety of outside boards and agencies as designated by the Superintendent; serve as the Superintendent's representative at functions and on committees or task forces.

Plan, direct and coordinate department work activities; establish appropriate service and staffing levels; assign projects and programmatic areas of responsibility; allocate resources accordingly; review and evaluate work methods and procedures; meet with key staff to provide direction and to identify and resolve problems.

Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.



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Assess and monitor work load, administrative and support systems; identify opportunities for improvement; direct and implement changes.

Responsible for the selection, supervision, and evaluation of assigned staff; assign work and ensure appropriate training is provided; investigate complaints; recommend and administer disciplinary actions; handle sensitive personnel matters and recommend grievance responses.

Develops and administers the department's annual operating budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary; monitors budget utilization by schools, department administrators and supervisors.

Oversee the development, preparation and submission of reports required by law or requested by federal, state and local governmental bodies.

Gather information as needed from the Superintendent, board members, District staff, the public and other sources to prepare reports and recommendations to the board.

Serve as a member of the District's collective bargaining team. Ensure that the Superintendent's position is properly represented in negotiation and that the resultant contract is in the mutual interest of both the District taxpayer and representative employees.

Complete special projects as assigned, assist administrators with problem identification and solution, mediate disputes, and develop written reports as appropriate.

Participate in District-wide decision making activities and work directly with the Superintendent to identify issues and practices that affect the future of the District.

Interpret and enforce District policy as it relates to schools, educational support services and student services.

Participate in resolving difficult personnel issues related to discipline, termination and assignment of staff.

Make effective recommendations to the Superintendent on the hiring of high school principals.

Attend school board meetings and board retreats.

Assist with the school community relations program. Prepare and deliver speeches to community, civic, and educational groups. Provide information and interviews with representatives of the media. Speak to staff, parent, and student-based school groups.

### **QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities:**

Knowledge of the principles and practices of educational policy and management.



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Knowledge of the principles and practices of staff and organizational development.

Knowledge of principles and practices of developing staffing plan and schedules for operating a school.

Knowledge of pertinent State law and District policy as it relates to schools.

Knowledge of current research in school improvement planning.

Knowledge of the principles and practices of budget preparation and administration.

Knowledge of the principles of supervision, training and performance evaluation.  
Skill in providing leadership in the resolution of complex problems and issues.

Skill in directing professional, technical and administrative support staff.

Ability to develop and administer department goals, objectives and procedures.

Ability to direct, organize, and coordinate the programs of the department.

Ability to research, analyze and evaluate new service delivery methods and techniques.

Ability to communicate clearly and concisely, both verbally and in writing

Ability to establish and maintain effective working relationships with those contacted in the course of work including District administrators, staff, and various private and public agencies, the public and other interested groups.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Ability to manage a variety of different issues simultaneously.

**Education and Experience:**

Master's degree in education or related field and fifteen years of experience in education, including experience as a school principal and as an administrator in a school district; or any combination of experience and training that provides the required knowledge, skills, and abilities.

**Other Qualifications:**

Oregon School Administration Certificate