

ASSISTANT SUPERINTENDENT, PERSONNEL SERVICES

Definition

Supervised by the Superintendent, provides leadership in developing and maintaining the best possible educational programs and services.

Essential Responsibilities

1. Interpret programs, philosophy and policies of the District to staff, students, and community-at-large;
2. Report on the status of District programs and services at the Superintendent's request;
3. Communicate to the Superintendent the requirements and needs of the District as perceived by staff;
4. Attend all Board meetings and assist the Superintendent in the development of Board agendas;
5. Serve as the District representative in collective bargaining and employee relations for certificated and
6. classified personnel;
7. Plan and direct a program for the recruitment, selection and assignment of the best qualified certificated and classified personnel;
8. Recommend all certificated and classified personnel assignments, transfers, promotions and dismissals;
9. Develop and implement inservice programs for the enhancement of teaching effectiveness for certificated personnel and job performance of classified personnel;
10. Direct the procedure for evaluation and the maintenance of records for certificated and classified personnel;
11. Recruit and coordinate substitute teacher services;
12. Coordinate arrangements for the sixth grade Scicon program;
13. Coordinate all summer school services;
14. Supervise Kindergarten pre-registration;
15. Create agendas and preside at Principals' meetings;
16. Coordinate District-wide elementary athletic competitions;
17. Direct categorically identified programs, including both state and federally funded programs, i.e. Indian Education, Migrant, School Improvement, Chapter 1, State Compensatory Education;
18. Serve as the District Affirmative Action Officer;
19. Perform other tasks and assume other responsibilities as the Superintendent may assign from time to time.

Experience

1. Five years successful teaching experience in the public schools, preferably including both elementary and secondary levels.
2. Two years successful district-level administrative service, including certificated personnel responsibility.

Personal Qualifications

1. Physical capacity for leadership.
2. Active in civic and community affairs.
3. Capable public speaker.

Other Requirements

Shall have vehicle for school business use and a California Driver's License.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to: regularly sit for extended periods of time; frequently walk; occasionally stand and reach with hand and arms, bending at the waist to retrieve and store files. Specific abilities required by this job include close and distance vision, the ability to hear conversations in quiet and noisy environments and the ability to speak clearly in order to exchange information and make presentations. Some driving is necessary.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, meet multiple demands from several people and at times come into contact with dissatisfied or abusive individuals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Revised 2/3/92; 9/97