



Job Title:	Assistant Superintendent for Student Services and Support	Wage/Hour Status:	Exempt
Reports To:	Associate Superintendent for Curriculum, Instruction and Accountability	Pay Grade:	Administrative Pay Grade 9
Dept. /School:	Administration Building	Date Revised:	4/29/2011

Primary Purpose:

Direct, plan, coordinate, evaluate and provide leadership for the overall student services and support programs for the District. Responsible for the effective and efficient operation of the student services and support divisions ,which includes fine arts, athletics, health services, English language learners, CATE, assessment and accountability , special education, guidance and counseling, student services, campus support, PEIMS and instructional open records requests

Qualifications:

Education/Certification:

Master's degree in education or educational administration
Valid Texas Administrator's Certificate

Special Knowledge/Skills:

Knowledge of curriculum and instruction at all levels.
Knowledge of specialized educational programming (SPED, CATE, ELL. etc.).
Knowledge of UIL Constitution and Contest Rules.
Knowledge of the school district and its organization.
Knowledge of the selection, training, and supervision of personnel.
Ability to formulate and manage a budget.
Ability to interpret and implement district policy and procedures.
Ability to be flexible and manage multiple tasks.
Ability to work as a contributing team member.
Ability to effectively plan, organize, implement, and evaluate programs.
Ability to formulate ideas and communicate effectively.
Strong oral and written communication skills, public relations, and interpersonal skills.
Excellent conflict resolution skills.

Experience:

Three years experience in instructional or administrative leadership roles.
Campus administrative leadership or director-level experience preferred but not required.

Major Responsibilities and Duties:

1. Provide leadership and direction for the Student Services and Support department.
2. Exercise leadership in the development and implementation of an effective and efficient program of student services and support.

3. Assign responsibilities, delegate specific tasks, and evaluate the performance of personnel in the Student Services and Support department.
4. Provide for periodic assessment and review of all student services and support materials and procedures to ensure environment of continuous improvement.
5. Provide leadership in policy development related to student services and support.
6. Provide leadership in relations between student services and support and district schools and departments.
7. Establish and maintain effective support and communication between the Student Services and Support department and other District entities.
8. Provide effective communication with staff, media, the community and the Board of Trustees.
9. Utilize management practices that promote collegiality, teamwork and collaborative decision making among staff.
10. Act as a District level hearing officer as part of the grievance process, as needed.
11. Serve on the Superintendent's Executive Council.
12. Develop and implement processes and procedures for instructional open records requests.
13. Develop and monitor the annual budget for the Student Services and Support department.
14. Develop professional development opportunities and improvement plans for the department to ensure that District staff stays current and grows professionally.
15. Analyze facility and equipment needs and formulate plans to meet the needs of this department.
16. Review the Discipline Management Plan annually and ensure that a collaborative process is used to for revisions.
17. Monitor the Discipline Management Plan to ensure that it is consistently and fairly administered.
18. Evaluate and provide for revisions in criteria used to place students in courses and/or special programs as needed.
19. Ensure that appropriate support services are made available to students.
20. Work with various community committees regarding student services and support matters.
21. Represent the school district at community meetings and functions as appropriate.
22. Review and monitor educational research and current trends on education.
23. Participate in professional associations related to student services and support.
24. Maintain dialogue with administrators from other school districts to share ideas and information.
25. Assist in the evaluation of principals.

Supervisor Responsibilities:

Per MISD Administrative Organizational Chart

Working Conditions:

Mental Demands:

Ability to communicate articulately (written and verbal), respond to emergency situations, conduct research and obtain accurate information, make decisions quickly, and maintain composure when dealing with stressful situations.

Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent district-wide and statewide travel. Extended work hours during evening or on weekends. Frequent work interruptions

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.