

Trussville City Schools
Job Description

POSITION TITLE: Assistant Superintendent for Student Support Services

QUALIFICATIONS: Doctorate preferred; State administrative certificate required; Degree in Special Education preferred; Experience working in at-risk programs required; Three to five years teaching experience required.

JOB GOAL: To provide leadership in developing, achieving, and maintaining exemplary educational programs and services.

REPORTS TO: Superintendent

EVALUATION: Administrator Effectiveness

PERFORMANCE RESPONSIBILITIES:

1. Attends all Board meetings and prepares such reports for the Board as the Superintendent directs.
2. Prepares and submits reports and other documents as required by the Superintendent.
3. Assists in the development and implementation of District policies, administrative procedures, and Code of Conduct.
4. Assists in the preparation of the Budget for his/her department.
5. Coordinates and implements employee evaluation instruments, including orientation and in-service for all parties involved in the evaluation process in his/her department.
6. Provides departmental leadership to ensure understanding and promotion of the educational objectives of the District.
7. Guides the development, implementation, and evaluation of school safety measures, student privacy laws, FERPA/HIPPA, residency issues, and drug testing.
8. Oversees and develops policies and procedures relative to annual state and federal changes relevant to the department of student support services.
9. Assists with maintaining and developing programs at the Alternative Learning Center.

10. Provides coordination and support for the following subsets of personnel and programs as needed:
 - Alternative Learning Center
 - Special Education
 - Student Services
 - Federal Programs to include Title programs, Homeless and ELL
 - Nurses, school health and medically trained professionals
 - Counselors
 - School Safety, Crisis Planning and Mental Health
11. Ensures compliance with attendance and truancy laws, policies, and procedures.
12. Serves as the district compliance officer for OCR, Title IX, and race relations.
13. Monitors and coordinates needs for DHR, Social Services and mental health.
14. Designs, develops, implements, and evaluates pre-service and in-service educational activities and training programs for certified personnel in his/her department including substitute teachers.
15. Assists in the clarification of school attendance zones and the assignment of students to schools within that zone.
16. Demonstrates a high degree of professionalism and ethics, working cooperatively with the Board, the Superintendent, administrators, and certificated and non-certificated personnel, parents, and students.
17. Demonstrates proficiency in written and oral communication.
18. Maintains proper certification by attending college, workshops, and professional development courses.
19. Performs other assigned duties as directed by the Superintendent.

Board Approved: July 16, 2018
Amended: May 20, 2019