

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ASSISTANT SUPERINTENDENT, Student Support Services

QUALIFICATIONS

- Master's Degree with certification in Educational Administration.
- Five (5) years of successful exceptional student and student services experience.
- Five (5) years of successful administrative experience.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of instructional and support applications technology.
- Knowledge of the laws and rules as they relate to Exceptional Student Education/Student Services.

SUPERVISION

REPORTS TO Superintendent
SUPERVISES Student Support Services and Other Assigned Personnel

POSITION GOAL

To direct the District's exceptional student education and student services programs ensuring that all IDEA policies and procedures are implemented to meet federal, state and local regulations for students of disability in Seminole County.

PERFORMANCE RESPONSIBILITIES

1. *Oversee the operation of exceptional student education, Medicaid, FTE, ATEN (Assistive Technology Education Network) Project, and Student Services Departments.
2. *Review and evaluate special centers School Improvement Plans.
3. *Monitor the performance of exceptional student education services in all educational levels—elementary, middle and high.
4. *Conduct Area Administrators' meetings and SED Principals' meetings.
5. *Support the District in identifying program and service needs.
6. *Monitor FTE functions for cost factors 101-255.
7. *Develop and monitor IDEA, IDEA Part C, FDLRS, and Medicaid budgets.
8. *Serve as a member of the Superintendent's Planning Team(s).
9. *Develop and monitor projections for exceptional education students in elementary, middle and high schools.
10. *Develop and recommend adoption of policies which are applicable to exceptional education and student services.
11. *To coordinate and serve as liaison for committees and other governmental agencies.
12. *Prepare staff development activities for all exceptional education and student services programs and staff.
13. *Enforce all federal, state, and school district regulations and policies.
14. *Prepare and monitor all required reports for federal and state reporting.
15. *Monitor the curricular needs of the 20 exceptional education services within the District.
16. *Prepare all personnel recommendations for special education and student services.
17. *Implement and monitor all 504 functions for the District.
18. *Supervise assigned personnel and SED principals, conduct annual performance assessment, and make recommendations for employment actions.
19. *Monitor the functions and goals of ATEN Project for the state of Florida.
20. *Monitor and implement necessary procedures and reports for alternate assessment for students of disability in the District.
21. *Visit special center schools on a regularly scheduled basis.
22. *Monitor and evaluate the District's progress in equity goals dealing with students of disability.

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- 23. *Exercise proactive leadership on promoting the vision and mission of the District.
- 24. *Oversee the annual revision of the Student Code of Conduct and Discipline and monitor its implementation.
- 25. *Oversee the annual revision of the Protocols for Processing Student Expulsions and monitor its implementation.
- 26. Perform other duties as assigned by the Superintendent.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

| | |
|-------------------------|---|
| Sitting | Resting with the body supported by the buttocks or thighs. |
| Standing | Assuming an upright position on the feet particularly for sustained periods of time. |
| Walking | Moving about on foot to accomplish tasks, particularly for long distances. |
| Finger Dexterity | Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm. |
| Talking | Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly. |
| Hearing Acuity | The ability to perceive speech and other environmental sounds at normal loudness levels. |
| Visual Acuity | The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc. |

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-01-P \$95,517 - \$146,521

| | |
|--------------------------|------|
| District Salary Schedule | |
| Months | 12 |
| Annual Days | 258 |
| Weekly Hours | 37.5 |
| Annual Hours | 1935 |

POSITION CODES

| | |
|---------------------|-------|
| PeopleSoft Position | TBD |
| Personnel Category | 01 |
| EEO-5 Line | 03 |
| Function | Vary |
| Job Code | 1309 |
| Survey Code | 63004 |

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

June 22, 2021
June 22, 2004
February 19, 1993

ADA Information Provided by Walt Griffin
Position Description Prepared by Walt Griffin