



JOB DESCRIPTION

Department:	Student Services		
Job Title:	Assistant Superintendent for Student Services	FLSA Status: (Exempt/Non-exempt)	Exempt; Non-Aligned
Reports to:	Superintendent of Schools		
GENERAL DESCRIPTION (1-3 LINES DESCRIBING ROLE):			
<p>The purpose of this position is to manage the student services for the District. Provides leadership and vision to the Newton Public Schools to meet the educational needs of students with disabilities, students for whom English is their second language, students from socio-economically disadvantaged homes, and students with clinic issues for whom free and appropriate education is mandated at both the state and federal levels. The Assistant Superintendent for Student Services is part of the Superintendent's central administration staff, and he/she implements best practices to support and maintain a climate that enables the Newton Public Schools to achieve its mission of educating all students to their fullest potential. As Head of the Citywide Crisis Team, this position also interfaces with several city based departments such as the police, fire, health and human services departments.</p>			
QUALIFICATIONS:			
<p>Bachelor's degree in education; Masters degree in Education, Psychology, Social Work or Administration; over ten years of experience including experience in teaching special education, clinical experience and administration; or any equivalent combination of training and experience.</p> <p><u>Special Requirements:</u> Valid Massachusetts Driver's License Massachusetts Certification: Administrator of Special Education</p> <p><u>Knowledge, Ability and Skill:</u> <i>Knowledge:</i> Requires knowledge of all aspects of the school district as a whole, including the structures and personnel at each school. Must be familiar with each school, the school administration and staffing patterns. Must be familiar with classes and courses especially at the secondary level. Must understand how alternative programs interface with the high schools. Must have knowledge of the curriculum at each level of the District, the District wide professional development, the mentoring program, district wide testing (such as MCAS), student data management and state reporting of data. Must have a working knowledge of teacher contracts and related procedures. Must possess an in-depth knowledge of the budget process. Must have general knowledge of space issues within each school building and understand issues that may affect utilizing space for students with disabilities. Must have a working knowledge of legal issues related to Pupil Services. Must have knowledge of mental health issues.</p> <p><i>Ability:</i> Ability to establish and maintain effective communication, both written and oral, with public officials, central staff personnel, administrators, outside agencies, various committees and teams, the general public and school district staff. Ability to work effectively with City and School policy-makers and managerial employees, including the assessment and resolution of problems and setting of priorities. Ability to facilitate teams and to lead decision-making processes in a collaborative environment. Ability to provide training and guidance to employees. Ability to constantly learn new technologies and practices in order to follow federal and state mandates.</p> <p><i>Skill:</i> Strong conceptual and analytical skills. Strong writing skills. Strong organizational and planning skills. Good presentation skills. Must possess leadership skills. Computer skills that encompass effective use of word processing, spreadsheet, report generation, data base sorting and design, presentation, and various financial functions.</p>			
ESSENTIAL JOB DUTIES (NOT LIMITED TO):			
<p>(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)</p> <p>Membership on district wide teams includes: Central Staff, Administrative Council, Citywide Crisis Team, Environmental Review Board, Joint Instructional Council, Community Based Justice Team, Student Data Management Team, Citywide Local Emergency Preparedness Team, Citywide Emergency Support Function Communications, Human Differences Committee, and the Area Mental Health Panel.</p>			

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<p>Integrates special and regular education in Newton Public Schools to further the implementation of inclusionary practices.</p> <p>Sets standards of excellence and provides leadership in program development across the District for performance in each Pupil Services discipline: Attendance; Bilingual/ELL; Guidance; Home Hospital; Medical Related Services (Occupational Therapy, Physical Therapy, Vision); Preschool; Prevention/Intervention Counselors; Psychology; Social Workers; Special Education; Speech/Hearing and Language; Title I and Tuition. Establishes standards, expectations, and accountability systems.</p> <p>Leads the department based teams to carry out essential responsibilities and duties throughout the District (such as reviewing and developing alternative service delivery models to meet the learning needs of students challenged by unique disabilities).</p> <p>Works in partnership with the Assistant Superintendent of Business, Finance, and Planning to establish a fiscally responsible budget and keep firm account of the monthly expenses, including salaries, tuitions and transportation.</p> <p>Works in partnership with the Grants Management Office to access available grants and ensure that the proper procedures are followed, regarding the implementation and spending of grants.</p> <p>Prepares documents and data for the School Committee, attends all School Committee Meetings and makes presentations, as directed by the Superintendent of Schools.</p> <p>Evaluates and mentors staff, provides guidance to staff regarding critical issues, and advise staff about legal obligations (especially compliance to state and federal mandates).</p> <p>Works with the Massachusetts Department of Education and city solicitors regarding complaints, mediations, hearings, per state and federal mandate.</p> <p>Represents the District at the city level regarding Crisis, on committees such as Local Emergency Preparedness Committee, Emergency Support Function Communications Committee, and attends trainings such as Homeland Security, Project Alliance and Massachusetts Emergency Management Administration Trainings.</p> <p>Collaborates with parent groups such as Guidance Advisory Council (GAC), Parent Advisory Council (PAC), Joint PTO Council and Network of Newton Autism Parents (No NAP).</p> <p>Works with administrators and staff regarding collection of documents and data for audits and reviews (such as Circuit Breaker, Civil Rights, and Comprehensive Program Review).</p> <p>Coordinates the services with the needs of each school as articulated by principals in each pupil services discipline including determining appropriate deployment of itinerant staff.</p> <p>Attends conferences, seminars and other professional meetings for on-going and updated professional development.</p> <p>Reads journals, bulletins and other periodicals related to special education.</p> <p>Performs similar or related work as required.</p> <p>Supervision: <i>Responsibility:</i> Performs highly technical and responsible duties requiring extensive judgment and initiative in planning, organizing, directing and evaluating the department’s operations. Planning and coordination at this level involve multiple inputs and complex tasks, frequently requiring coordination of people and resources on a city-wide basis. <i>Supervision Received:</i> Works independently under the broad general supervision of the Superintendent of Schools. <i>Supervision Scope:</i> Regularly supervises and confers with department staff and performs observations of employees; reviews their work, the results achieved, and the associated programs, projects and activities. Exercises supervision over all employees in the Pupil Services Department. (Approximately 50 – 55 full-time and part-time employees.) Has responsibility for hiring, firing and disciplining staff.</p>			
WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:			
<u>Work Environment:</u>			
<p>Work is performed under typical office conditions. Travels to various school and town sites to attend meetings and meet with employees, attends various out of town meetings.</p> <p>Operates enterprise-wide, departmental and PC-based computer systems, components, and other office equipment. Operates an automobile.</p>			

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<p>Has regular, daily contact with various School departments, central staff members and offices throughout the city answering questions, solving problems, working collaboratively on budget issues and various projects. Serves on many district wide teams working collaboratively on various issues and projects. Has regular contact with various parent groups and outside agencies including the Department of Education. Interactions require a regular use of highly developed counseling, mediation, persuasion, and/or negotiation skills where the issues are complex and communication can be difficult.</p> <p>Has access to highly confidential department and district wide confidential information about students.</p> <p>Errors in judgment could result in personal injury or injury to other employees, possible monetary loss to the school system, damage to buildings and/or equipment, delays or loss of service or legal consequences adverse to the City or School Department.</p> <p><u>Physical Requirements:</u> <i>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.</i> Must be physically able to operate a variety of automated office machines. Must be physically able to operate a motor vehicle. Must be able to exert a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Physical requirements are consistent with those for sedentary work, which involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to talk and hear. Must be able to communicate via telephone. Vision correctable to normal ranges.</p>			

Date Updated: 4/10/06

Newton Public Schools is an Equal Opportunity Employer. Newton Public Schools ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, or any other class as protected by law. The Newton Public Schools places a high value on diversity and active recruitment of qualified minority teachers and staff. Any individual needing assistance in making application for any opening should contact the district human resources office.