



City of St. Charles School District

ASSISTANT SUPERINTENDENT OF SPECIAL SERVICES

Reports to:	Superintendent
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	12 Months according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

The Assistant Superintendent of Special Services assists the Superintendent in the management of the administrative functions of special education and student services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Provides leadership in the articulation and/or coordination of Special Education Programs K-12.
- Provides leadership in the articulation and/or coordination of Early Childhood Special Education 3-5 years of age.
- Provides assistance in the articulation and/or coordination of Student Services.
- Assists in Residency and Enrollment.
- Assists in Alternative Programming.
- Oversees district discipline for special education.
- Assists with student discipline.
- Oversees Section 504/ADA for students.
- Oversees Core Data for Special Education.
- Oversees Homebound Instruction.
- Oversees District Medicaid Program.
- Oversees District Counseling Program.
- Oversees School Health Services Program.
- Coordinator of Homeless Programs.
- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity.

SUPERVISORY RESPONSIBILITIES:

Process Coordinators and Diagnostic Staff, Early Childhood Special Education Staff, Parents As Teachers Coordinator and Support Staff of those departments.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Master's Degree in Education Administration, Specialist preferred.
- Minimum of three years of classroom teaching.
- Three years experience in public and educational administration including three years of increasingly responsible technical personnel experience.
- Appropriate Missouri Administrative Certification.

COMMUNICATION SKILLS:

- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Must have strong communication, computer and interpersonal skills.
- Must have ability to learn and utilize new software programs as systems are upgraded.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with staff and the school community.
- Ability to speak clearly and concisely both in oral and written communication consistent with the duties of this position.
- Ability to perform duties in full compliance with all district requirements and Board policies.

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

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 quiet. The employee continuously is interacting with the public and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) 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.

Assistant Superintendent of Special Services
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