

CUCAMONGA SCHOOL DISTRICT**ASSISTANT SUPERINTENDENT, PERSONNEL AND PUPIL SERVICES****PERSONNEL**

1. Providing consultation, advice and assistance with negotiations and administering District contracts.
2. Assisting in recruiting and screening of all applicants for certificated and classified positions in order to provide administrators or supervisors responsible for selection with a choice of the best qualified applicants available.
3. Providing consultation and advice to all administrators and supervisors with respect to the selection, assignment, training, performance, professional growth and advancement, evaluation, retention, promotion, reprimand, demotion or dismissal of all persons assigned to their staffs and carrying out the procedural aspects and formalities of these personnel related actions for all district employees.
4. Maintaining complete and current personnel records for all employees of the District.
5. Recommending Personnel policies and amendments thereto and, after adoption by the Board, providing consultation and advice to other District personnel as to the interpretation and application of such policies.
6. Assisting in providing quality working relationships between the District and its employee organizations, which include assistance in negotiations and other related employer-employee relations activities, such as interpretation and administration of collective bargaining agreements.
7. Administering the planning and control of spending all funds allocated to the budget of the Personnel Services Division.
8. Monitoring the quality of staff, both certificated and classified, assigned to the Personnel Services Division.
9. Such additional duties and obligations mandated by law, Board policy, or administrative directive, and such other responsibilities as are assigned by the Superintendent.

PUPIL SERVICES

1. Administering the student welfare and attendance components of the educational programs.
2. Coordinating the District's home-teaching program in both general and special education categories.
3. Monitoring suspension/expulsion procedures including acting as chairperson of expulsion/admissions hearings.

4. Monitoring inter/intra district transfer procedures and agreements.
5. Monitoring/updating required parent notifications.
6. Monitoring/facilitating, as necessary, SARB procedures.
7. Serving as a resource to site and District personnel, students, and parents concerning education and behavioral handicapping conditions.
8. Administering the planning, coordination and expenditures of all funds allocated to the Pupil Services and Special Education budgets.
9. Coordinating special education program structure, staffing and instructional delivery systems.
10. Conducting, coordinating and/or facilitating staff development for special education staff.

SUPERVISOR: Directly responsible to the Superintendent.

REQUIRED QUALIFICATIONS

1. California Administrative Services Credential.
2. California Teaching Credential.
3. Master's Degree or equivalent.
4. Five (5) years successful administrative experience at elementary and/or unified levels in a site and/or district level administrative position to include the supervision of site level special education programs and personnel.
5. Background and knowledge of personnel practices, procedures and legal considerations.
6. Background and knowledge of pupil personnel practices, procedures and legal considerations.
7. Ability to develop, organize, administer and evaluate the Personnel Services Programs of the District and Pupil Personnel Services and Programs.

DUTY YEAR: 224 Days

COMPENSATION

Assistant Superintendent Salary Schedule

Adopted: May 10, 2007