



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 9/20/22

Assistant Superintendent for Student Services

Pay Scale: Cabinet

Level: NA

FLSA Status: Exempt

Job Family: Executive

Primary Location: Administration Building

Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Diagnostic Services, Health, Assessment Services, Special Education, Attendance, School Counseling, Registration, and Student Support Services.

Job Overview

The Assistant Superintendent for Student Services is directly responsible for the organization, operation, and coordination of all offices and facets of the Department of Student Services, including the Office of Diagnostic and Prevention Services, the Office of Special Education, the Office of Student Mental Health and the Office of Student Services. The Assistant Superintendent for Student Services provides leadership for the ongoing identification and implementation of best practices relating to Student Services.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Provides leadership and coordination for the offices of Special Education, Diagnostic and Prevention Services, Student Services, and the related programs that support student performance, including special education, school counseling, student registration, health, student mental health, social work, student assistance, attendance, homebound, assessment, diagnostic services, psychological services, parent resources, and community outreach services.
- Guides the Student Services Department's focus on prevention and intervention approaches in schools to promote a safe, welcoming, affirming, and academically rigorous learning environment for all students. This includes addressing the academic, behavioral, social/emotional, and health needs of students through Positive Behavioral Intervention and Supports (PBIS), mental health and wellness, academic and career planning, specialized reading instruction, restorative practices, McKinney Vento services, and behavior assessment and intervention team planning.
- Provides oversight for consistent implementation of policies and procedures for special permission, homebound services, religious exemptions, kindergarten exemptions, Medicaid reimbursement, and tuition requests; interprets and promotes understanding of federal and state laws and regulations to ensure compliance; analyzes Student services policies, regulations, procedures, and practices to identify recommended and required improvements.
- Communicates effectively with all stakeholders; leads collaborative efforts with other departments, the Special Education Advisory Committee, county agencies, as well as not-for-profit and private partners.

Administration Building 21000 Education Court Ashburn, VA 20148. (P) 571 252-1100 (Toll free) 888 204-1622

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- Assists the Superintendent in developing a comprehensive annual budget that exemplifies school board and division strategic goals; manages and monitors expenditures to ensure compliance.
- Attends Board meetings and prepares reports for the School Board as the Superintendent may request; performs related work as required and all other duties as directed by the Superintendent.

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Master's degree in education, school administration or related field

Experience

- Extensive successful experience in school administration and teaching or related field
- Successful experience that demonstrates a high level of reliability, strong organizational skills, attention to detail and good judgment in professional matters
- Experience working effectively with licensed and non-licensed staff, parents and other community stakeholders

Licenses and Certifications

Hold or eligible for a Virginia Postgraduate Professional License with an endorsement in PreK-12 administration and supervision

Knowledge, Skills and Abilities

- Knowledge of the principles, practices, methods, and current trends of school administration as applied to special education programs, alternative programs, and student services
- Ability to manage fiscal, physical, and human resources necessary to carry out the diverse functions and programs of the department
- Ability to establish and maintain collaborative working relationships with division stakeholders
- Ability to plan, formulate, and execute strategies, policies and programs
- Ability to analyze a variety of administrative, operational, and fiscal problems and make sound decisions or recommendations for solutions
- Ability to create an organizational culture of student-centered service
- Ability to manage a large staff through subordinates
- Ability to communicate effectively, both orally and in writing

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.