

Job Title: Assistant Superintendent Specialized Learning Services **Wage/Hour Status:** Exempt

Reports to: Chief Academic Officer

Pay Grade: 110

Dept./School: Academic Services

Date Revised: June 21, 2024

Primary Purpose

Provide leadership and oversight of the planning, design, delivery, evaluation, ongoing improvement and effective operation of educational support programming and services that comply with state and federal requirements relative to the identification, placement, and program development of students receiving special education, section 504, dyslexia, and language instruction including but not limited to dual language immersion, English as a Second Language, and languages other than English.

Qualifications

Education/Certification

- Master's Degree from accredited university
- Valid Mid-management or Principal Certification
- Valid Special Education and/or Bilingual/ESL endorsement issued by TEA (preferred)

Special Knowledge/Skills

- Knowledge of program development and compliance requirements affecting special education and multilingual students, including student identification/eligibility, placement, progress, exit, and monitoring procedures.
- Excellent project management and community-building skills
- Ability to effectively lead cross-functional teams
- Ability to develop, implement, and assess policy, procedure, and practice
- Strong organizational, communication, and interpersonal skills

Experience

Five (5) years of experience

Five (5) years of experience in a campus or district-level administrative experience, including work with public school budget coordination, professional learning design, and state and federal compliance

Major Responsibilities and Duties

Instructional and Program Management

1. Provide leadership in the instructional goals and outcomes of the school district to be met in assigned area of responsibility.
2. Oversee the administration of special education, 504, dyslexia, dual language, ESL, languages other than English, and other specialized learning programming.
3. Ensure continuous improvement and application of research and evidenced-based practices to program development and outcomes.
4. Provide leadership in the design, projection, planning, implementation, and revisions or expansion of current programs, services, and monitors the effectiveness of district models and practices.
5. Supervise and oversee activities related to needs assessments and the development and implementation of corrective action plans, as required.
6. Establish a clear and systematic process for the development, review, maintenance, delivery and revision of the core content curriculum documents including all curriculum audit recommendations pertaining to areas of responsibility.
7. Provide leadership and oversee the coordination, evaluation, and design of district professional learning opportunities and instructional support in alignment with Texas Education Code 21.451, the EPISD strategic plan, and district goals.
8. Perform other duties as assigned by your supervisor.

School/Organizational Climate

9. Develop systems of communication which establish consistent, efficient and collaborative processes for the provision of support to district and campus staff and teachers.
10. Lead and develop an organizational culture that fosters collegiality, trust, team building, and a collaborative working environment.

11. Model and promote effective problem-solving practices and conflict resolution which are customer service oriented and inclusive in nature.
12. Involve the administrative support staff in collaborative processes to identify and develop systems which support the administrative functions of the department in order to promote effectiveness, efficiency, teamwork, and a professional work environment.
13. Recognize exceptional work and effort that effectively contribute to the district's attainment of its vision and mission.
14. Collaborate harmoniously with the administrative and teaching staff to ensure alignment of work throughout district.

School/Organizational Improvement

15. Set and maintain clear values, guiding principles and high expectations that will lead decision-making in areas of focus.
16. Model and actively promote current, research-based, highly effective strategies and practices that foster instructional improvement and increased student success.
17. Collaboratively establish clear department goals with measurable outcomes in alignment with articulated district and campus performance objectives.
18. Assist in the development of leaders and models leadership practices that provide individuals with opportunities to grow in accordance with their commitment, skills and contributions in areas of focus.
19. Systematically monitor and analyze the effective implementation and outcomes of district improvement and programming initiatives related to areas of responsibility.
20. Provide leadership in the provision of quality professional learning opportunities designed to improve instructional delivery, program implementation and compliance, and student learning and growth outcomes.
21. Collaborate with the Assistant Superintendent of Teaching and Learning, College and Career Readiness & Innovation, and Learner Support and Interventions to design and conduct meetings for Academic Services staff that are focused on continuous improvement, professional learning, dissemination of research and information to enhance practice, and to exchange ideas and strategies in order to plan for an effective districtwide instructional program.

Administration and Fiscal/Facilities Management

22. Provide leadership and oversight in the examination of district resources, including personnel, instructional materials, and other resources to ensure the efficient and sufficient provision of teaching and learning services within a fiscally responsible budget.
23. Provide leadership development for department administrators to use common resources, data, and methods to analyze the effectiveness of services and supports/materials, including cost benefits.
24. Collaboratively conduct, with department administrators, annual needs assessments for the establishment of department priorities as well as planning, development and administration of the department budgets, including personnel allocations.
25. Communicate and implement systems and processes that ensure the established compliance reports, professional development hours/requirements, curriculum documents and procedures are completed accurately and within established timelines.
26. Maintain oversight and in the identification of and application for use of district and external resources and funds in alignment with department goals.
27. Stay abreast of the legal requirements pertaining to area of responsibility.

School/Community Relations

28. Promote a positive image of the district and maintain a positive working relationship with parents and the community.
29. Clearly articulate the district's vision, mission, instructional philosophy and framework, and curricular implementation strategies to the community and solicit support in realizing the district's mission.
30. Work with principals, central office staff, parents, and community members to resolve teaching and learning issues/challenges in a timely manner.
31. Demonstrate awareness of district-community needs and provide leadership in collaborating with parent and community organizations to meet students' learning needs.
32. Actively involve parent and community stakeholders in program planning and decision-making.

Professional Growth and Development

- 33. Collaborate with district administration to develop, coordinate and administer professional learning opportunities designed to promote instructional improvement and positively impact student outcomes.
- 34. Demonstrate knowledge and understanding of current research-based practices and ensure that programming design and implementation are aligned.
- 35. Actively participate in professional learning opportunities and ensures the dissemination of current educational research to positively enhance teaching and learning practice.
- 36. Exhibit flexibility in performance of assigned duties.
- 37. Strive to manage and prioritize time wisely and effectively.
- 38. Seek and use evaluative input of job performance from staff and peers.

Supervisory Responsibilities

- 39. Supervise and evaluate professional and non-professional staff assigned to him/her and conducts regular team meetings.
- 40. Provide leadership and oversee with recruitment, selection, and training of personnel in areas of responsibility and makes sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.
- 41. Meet regularly with department administrative leadership.
- 42. Promote continuous improvement among the administrative and other professional staff, identifies individual strengths and areas for improvement, and works with direct reports to establish and maintain high expectations for staff performance.
- 43. Evaluate program effectiveness in the areas of Special Education and Biligual/ Dual Language Programs by developing and achieving goals, which support the district's strategic plan.

Physical and Mental Job Requirement

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent districtwide travel; occasional statewide travel
Work with frequent interruptions; occasional statewide travel, frequent prolonged working hours,

Terms of Employment

226 days; salary to be established by the Board

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

Approved: _____
Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230-2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.