



Position Description

Assistant Superintendent, Student Services

Salary Level: **Based on Individual Contract**

Revised Date: **July 14, 2025**

Contract/Benefits: **Based on Individual Contract**

Prepared by: **Dr. Ramona Hollie-Major, Director of Talent Management and Recruitment**

Department or Area: **Student Services**

Approved By: **Dr. Carol D. Birks, Superintendent and CEO**

Reports To: **Superintendent**

Qualifications:

- Master's degree in Education Administration or related field required from an accredited college or university.
- Valid Pennsylvania Superintendent Letter of Eligibility or ability to obtain.
- Valid administrative certification or eligibility for certification in Pennsylvania.
- 5+ years of administrative experience in K-12 education, preferably in a central office or student services role.
- Demonstrated leadership in student support services, including Special Education, Counseling, Health Services, School Psychology, Social Work, and Dropout Prevention.
- Experience working in an urban school district is preferred.
- Strong knowledge of: federal and state regulations; funding; and current trends and practices related to student services.
- Excellent communication, collaboration, and organizational skills.
- Such additional or alternative qualifications as the School Board or Superintendent may determine appropriate and acceptable.

Summary

Under the direction of the Superintendent, the Assistant Superintendent, Student Services provides vision and leadership for the coordination of resources to support and enhance student learning. This includes oversight of programs, policies, operations, and procedures related to Student Services, including Special Education, Counseling, Health Services, School Psychology, Social Work, Dropout Prevention, and other systems of support. The position works collaboratively with families, community agencies, and internal departments to ensure equitable access to services and compliance with all applicable federal and state laws and regulations, as well as district adopted policies and procedures.

REPRESENTATIVE DUTIES:

- Assists the Superintendent in achieving district objectives and carrying out policies established by the Board of Directors.

- Provides leadership and supervision of programs and personnel assigned to meet the special and alternative needs of students.
- Plans, directs, and reviews the activities and operations related to student programs and services, including Special Education, Counseling, Health Services, School Psychology, Social Work, and Dropout Prevention.
- Collaborates with the Assistant Superintendent for Teaching and Learning to coordinate the development and implementation of the district's Response-to-Intervention (RTI) process.
- Develops and implements strategic plans for student programs and services aligned with the district's mission and vision.
- Ensures compliance with federal, state, and local laws and regulations related to student services.
- Monitors and evaluates the effectiveness of student programs and services.
- Develops partnerships with families, community agencies, and external organizations to support student development.
- Supervises and evaluates the performance of assigned staff; provides leadership and direction for programs under their supervision.
- Prepares and submits required reports and documentation to state and federal agencies.
- Participates in district leadership teams and collaborates with other departments to support student success.
- Serves as an articulate, informed spokesperson for student services at both formal and informal engagements.
- Performs other duties as assigned by the Superintendent.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of student support services in K-12 education.
- Federal and state laws and regulations related to Special Education, Section 504, and student wellness.
- Effective leadership and supervisory practices.
- Crisis intervention and behavioral support strategies.
- Culturally responsive practices and equity frameworks.
- Data analysis and program evaluation methods.
- Assist in development, implementation, and monitoring of budgets related to all areas of responsibility.

Ability to:

- Plan, organize, and coordinate activities of a broad range of student programs and services.
- Communicate effectively, both orally and in writing, with diverse stakeholders.
- Collaborate across departments and with external partners.
- Analyze complex situations and develop effective solutions.
- Supervise, motivate, train personnel, and evaluate staff performance.

- Assure that student programs and services are carried out in compliance with local, federal, and state requirements.
- Establish and maintain effective working relationships.
- Work with parents, advocates, and legal entities to facilitate due process rights that apply to disagreements between parents and the district.
- Foster an environment where all individuals feel valued, respected, and empowered to grow, while continuously striving for improvement.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Responds to parent/community requests for service and assistance. Maintains confidentiality and demonstrates emotional intelligence. Communicates clearly and persuasively in various settings. Builds positive morale and contributes to team success.

Organizational Skills

Develops strategies to achieve district goals. Aligns work with strategic priorities. Demonstrates ingenuity and inventiveness in problem-solving.

Personal Competencies

Makes timely and sound decisions. Demonstrates integrity and ethical behavior. Sets and achieves challenging goals. Accepts responsibility and follows through on commitments.

Physical Demands

The physical demands described here are representative of those that must be met by an administrator to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, bend, and lift. The administrator is required to use hands to handle documents, telephone, etc. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by:

Date:

Individual serving in this position