



# FERGUSON-FLOISSANT SCHOOL DISTRICT

## Administration Center

8855 Dunn Road  
Hazelwood, MO 63042-2212  
[www.fergflor.org](http://www.fergflor.org)

## Human Resource Services

Phone: (314) 687-1930  
Fax: (314) 687-1939

Posted: 03/02/2021

Apply online: [www.fergflor.org](http://www.fergflor.org)

Application Deadline: 03/12/2021

## ***Assistant Superintendent of Support Services 2021-2022 School Year***

**JOB SUMMARY/PURPOSE:** Employee provides leadership and strategic planning in all departments within Support Services.

### **ESSENTIAL FUNCTIONS:**

- Works with the Directors to develop and implement standards, and policies and procedures related to Support Services programmatic areas. Provides oversight in the development of short and long-range goals for the division and monitors the progress of various services within Student Services.
- Assists other cabinet members in the planning, development, and implementation of Support Services initiatives. Serves as advisor to principals, cabinet members and the Deputy Superintendent for Instructional Services.
- Oversees the strategic planning for implementation of social/emotional programs and supports.
- Oversees the implementation of the Missouri Comprehensive Guidance Program.
- Act as liaison with Special School District

- Provide leadership, direction, and support to department and school staff.
- Demonstrate and develop high academic and behavioral expectations, collaborative planning and program development, responsive management, and personal accountability within the department(s).

### **MINIMUM QUALIFICATIONS:**

- Master's Degree in education or a related area with a doctorate preferred.
- 5 or more years of experience as an educator, counselor, social worker or related area; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- Thorough understanding of how to apply policies and procedures as stated in School Board policies and administrative manuals and handbooks in the school system. Thorough understanding of how to apply the laws, principles, policies and procedures related to civil rights and due process.
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

The Ferguson-Florissant School District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The Ferguson-Florissant School District complies with applicable state and local laws governing non-discrimination in employment in every location in which the district has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training. Any inquiries regarding the Ferguson-Florissant School District's compliance with this policy should be directed to the Office of the Superintendent.



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## **Assistant Superintendent of Support Services 2021-2022 School Year**

- Considerable knowledge of the principles of supervision, organization and administration.
- Skill in scheduling and coordinating large programs.
- Skill as a facilitator.
- Ability to develop, interpret, evaluate, clarify, and apply policies and procedures.
- Communicate with staff and community on the progress of achievement and learning as they relate to student support services.
- Develop and maintain a positive climate, high staff morale and productive relationships.
- Develop and evaluate own knowledge, abilities, skills and attitudes.
- Other duties as assigned.

### **DUTIES/RESPONSIBILITIES:**

- Plan, develop, implement and evaluate the District's student support services program.
- Support principals and other staff who provide student support services.
- Organization and oversight of student support services including school and student safety, enrollment management planning and projections, Special Education, wellness and mental health services, nursing services, elementary counseling and mental health services, student discipline and prevention services, homeless and foster care youth, student attendance and welfare, preschool programs, crisis management, student records and disaster preparedness as it relates to student safety.
- Ensure compliance with IDEA and Section 504 requirements.

**TERMS OF EMPLOYMENT:** Assigned to 260 day work calendar; 8 hours per day vary; compensation and benefits (Medical, Dental, Vision, Life) as provided by the Board of Education.

*Competitive salary based on experience  
and education level  
2021-2022 School Year*

Complete an online application at [www.fergflor.org](http://www.fergflor.org). Attach the following: letter of interest, resume, copy of current certification and list of five names of references, including addresses, day and evening phone numbers, and email addresses, (including current supervisor). Once your online application is complete, please follow the directions on the website to indicate your interest for this position.

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