



PURPOSE:

- The primary function of this position is to oversee the Special Education Program for District 9. The Director will be responsible for planning, coordinating, managing, supervising, evaluating and assuring legal and regulatory compliance of all district special programs and services. Those programs include Special Education, and other duties as assigned.

REPORTS TO:

- Superintendent

QUALIFICATIONS:

- Current Oregon Administrative License required

ESSENTIAL DUTIES & RESPONSIBILITIES

- Program development and operation
- Program compliance and monitoring
- Supervision and evaluation
- Instructional leadership
- Oversee the general operations of the Special Services program for the district.
- Administer the policies, rules and regulations of the Board of Education.
- Provide leadership, information and recommendations to assist the Board in making prudent decisions regarding the operation and management of the Special Services program.
- Oversee coordination of shared program responsibilities and liaison with schools and other agencies.
- Represent the school district in contacts with local, state and federal agencies in matters pertaining to Special Education and other assigned programs.
- Supervise the development and administration of the annual Special Services budget.
- Develop a functioning educational philosophy consistent with the values of the community, teachers, school administration, and Board of Education.
- Communicate openly and effectively with students, community, staff and administration.
- Promote an informed, working relationship between the Special Services department and its patrons.
- Advocate acceptance of, and provision of services for, handicapped children.
- Consult with parents, teachers and administrators in matters pertaining to the education of students with disabilities.
- Develop an atmosphere of respect, interest and enthusiasm within the Special Services Department.
- Recognize and encourage outstanding performance by persons within the Special Services program.
- Authorize all final Special Services employee recommendations to the Board.
- Provide leadership in planning and organizing staff development activities designed to promote more effective leadership, improve communication and upgrade instruction.
- Review and approve referrals to special education.
- Supervises the maintenance, storage, transfer and destruction of student records.
- Oversight of special education staff as a district resource for hiring and assignment/recruitment, training, hiring, retentions.
- Work collaboratively with district leadership and the instructional staff to improve student academic performance
- Serve as the district representation and/or authorize the order of designee to serve as district representatives for IEP and other meetings.
- Assists principals in the supervision and evaluation of special services staff.
- Help to plan, conduct assess effective professional development programs.
- Comply with legal and regulatory requirements of the various governmental agencies.



- Keep abreast of new information, innovative ideas and techniques.
- Perform all duties required by state and federal statutes and by Board policy and action.
- Other duties as assigned by the Superintendent.

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting or standing.
- Occasional stooping, bending and reaching.
- Requires some travel.

Rate of Pay:

According to Salary Schedule