

SILVER FALLS SCHOOL DISTRICT
Job Description

Job Title: **DIRECTOR OF SPECIAL SERVICES**

Reports To: Superintendent

Evaluated By: Superintendent

JOB GOAL: To use leadership, supervisory and administrative skills so as to promote the educational development of each special needs student and the professional growth of the staff for the Silver Falls School District.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Masters Degree with a minimum of four years of successful teaching experience (to include experience with special needs students)
2. Appropriate Administrative License (qualified for a handicapped learners endorsement)
3. Experience in various aspects of school administration and other qualifications the Board may find appropriate and acceptable
4. Knowledge of the administrative/support services which a school system provides (i.e. Special Ed, Chapter I, Chapter I Migrant, Chapter II Block Grant, Vocational Grants, JTPA Grants, Alternative Education, Talented and Gifted, English as a Second Language)
5. Ability to interpret and implement all Board policies, administrative regulations
6. Ability to facilitate the development, revisions and evaluation of the special services program and services for the district
7. Ability to assist in the recruiting, interviewing, hiring and assigning of special services staff
8. Knowledgeable of governmental statues, regulations, and rules relating to special services administration, and ability to advise interested parties of the provisions of the law
9. Ability to supervise the district's various special education and federal programs, collecting data for the evaluation of each program, interpreting the data, and recommending changes based on the data
10. Ability to monitor programs to determine compliance with various federal and state laws and regulations and with district policies
11. Ability to assume primary responsibility for evaluating special education staff and assist other administrators in the evaluation of employees under intensive review
12. Ability to prepare and administer the special education and federal program budgets
13. Ability to supervise the preparation and implementation of all individual education plans
14. Ability to establish criteria which are compatible with federal and state requirements for selecting pupils to participate in special education programs and ensuring their equitable application
15. Ability to prepare district level special services reports that are required by law or are requested by the superintendent
16. Ability to coordinate the district's special services program grade K-12 in conjunction with the superintendent, principals, teachers and classified staff
17. Ability to recommend new special services programs based on identified student needs and identified community or governmental resources
18. Ability to ensure complete and cumulative individual records for all students receiving \ special services or enrolled in special classes
19. Ability to serve as the district Section 504 contact person

[Dir. Spec Services -- cont.]

20. Ability to serve as liaison between the district and community, interpreting activities and policies of the district and encouraging community involvement with the district
21. Ability to provide direction to others and to make independent judgements
22. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community
23. Ability to maintain confidentiality
24. Ability to communicate with individuals of varied cultural and educational backgrounds
25. Ability to keep and maintain accurate records and to meet deadlines
26. Perform physical requirements which may include:
 - A. Moderate to extensive degree of physical and emotional stamina
 - B. Frequent and prolonged standing, walking and sitting
 - C. Frequent and prolonged talking/hearing conversations
 - D. Ability to restrain a student
 - E. Possible exposure to bodily fluids due to student injury or illness
27. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may also be assigned.

1. Prepare applications for funds and related reports for special education services and federal programs which are funded externally
2. Submit referrals to other agencies whose services complement or extend those of the district
3. Recommend and implement the district's policies and procedures in the area of student services
4. Manage special services administrative functions to maintain safe and efficient school operations within district guidelines
5. Develop and evaluate the district's special services program to ensure conformance to federal, state and school board standards
6. Maintain a high level of ethical behavior and confidentiality when dealing with student staff and/or parent information
7. Coordinate a staff development program for special services to include an annual needs assessment and the arranging of all in-service activities
8. Facilitate Medicaid administrative claiming
9. Maintain special education services at charter schools
10. Facilitate coordination of school based nursing services and participation in various screenings such as vision/hearing
11. Manage behavior support team and youth transition program
12. Knowledge of Tienet data system
13. Facilitate threat assessment trainings and flight team members with WESD and other districts as needed
14. Serve as a consultant to staff/principals regarding special services
15. Participate in parent conferences when requested by other administrators or teachers
16. Represent the district at local, county and state levels in matters related to special services
17. Recommend policies and procedures essential to special education and federally funded programs
18. Communicate to school administrators and staff information about each program and information about changes or developments within each ongoing program
19. Visit on a regular basis all physical sites within the boundaries of the school districts at which special programs are conducted during hours when the programs are in operation

[Dir. Spec Services -- cont.]

20. Develop and initiate survey programs for the continuous identification of exceptional children
21. Supervise and coordinate home instruction for home bound or hospitalized students
22. Arrange for the transportation of all children placed in special services programs
23. Prepare various written documents (e.g. correspondence, reports, analyses, etc.) for the purpose of providing written support and/or conveying information as required
24. Represent the district within the community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment
25. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing educational issues of mutual interest with other professionals in the field
26. Participate in administrative meetings, board meetings, negotiation meetings and other such meetings as required or appropriate
27. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration.
28. Maintains satisfactory attendance, as defined in District policy and regulations (G CBD/GDBD).

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Appropriate Administrative License (handicapped learner endorsement)
2. Possess a valid First Aid card if required
3. Possess a valid Oregon Driver's License
4. Bloodborne Pathogens Training/Hepatitis B Shot Series Training if required

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. (See addendum)

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.

EVALUATION: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of licensed personnel.

I have read and understand the responsibilities and qualifications of this job description.

signature

date

printed name