

**SILVER FALLS SCHOOL DISTRICT**  
**Job Description**

**Job Title:** **SPECIAL SERVICES PROGRAM ADMINISTRATOR**

**Reports To:** Superintendent/Designee

**Evaluated By:** Superintendent/Designee

**JOB GOAL:** To use leadership, supervisory and administrative skills so as to promote the educational development of each student in need of special services, 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
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. Migrant, Chapter II Block Grant, Vocational Grants, Alternative Education, English as a Second Language, Section 504, Nursing, Title III, Homeless)
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 staff
8. Knowledgeable of governmental statues, regulations, and rules relating to educational administration, and ability to advise interested parties of the provisions of the law
9. Ability to supervise the district's various state 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 staff and assist other administrators in the evaluation of employees under intensive review
12. Ability to prepare and administer the special programs and federal program budgets
13. Ability to establish criteria which are compatible with federal and state requirements for selecting pupils to participate in programs and ensuring their equitable application
14. Ability to prepare district level special services reports that are required by law or are requested by the superintendent
15. Ability to coordinate the district's special programs grade K-12 in conjunction with the superintendent, principals, teachers and classified staff
16. Ability to recommend new programs based on identified student needs and identified Community or governmental resources
17. Ability to ensure complete and cumulative individual records for all students receiving/enrolled in special programs/classes.

18. Ability to serve as the district liaison for the following:  
ELD & MIGRANT; SECTION 504'S; HOMELESS; NURSING; MEDICAID
19. Ability to serve as liaison between the district and community, interpreting activities and policies of the district and encouraging community involvement with the district
20. Ability to provide direction to others and to make independent judgements
21. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community
22. Ability to maintain confidentiality
23. Ability to communicate with individuals of varied cultural and educational backgrounds
24. Ability to keep and maintain accurate records and to meet deadlines
25. 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
26. 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 program 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 programs administrative functions to maintain safe and efficient school operations within district guidelines
5. Develop and evaluate the district's special programs 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 programs to include an annual needs assessment and the arranging of all in-service activities
8. Facilitate Medicaid administrative claiming
9. Facilitate coordination of school based nursing services and participation in various screenings such as vision/hearing
10. Basic knowledge of Tienet data system
11. Serve as a consultant to staff/principals regarding special programs
12. Participate in parent conferences when requested by other administrators or teachers
13. Represent the district at local, county and state levels in matters related to special programs
14. Recommend policies and procedures essential to special programs and federally funded programs
15. Communicate to school administrators and staff information about each program and information about changes or developments within each ongoing program
16. 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

17. Develop and initiate survey programs for the continuous identification of exceptional

children

18. Administer instruction for home bound or hospitalized students
19. Arrange for the transportation of all children eligible for special programs
20. Prepare various written documents (e.g. correspondence, reports, analyses, etc.) for the purpose of providing written support and/or conveying information as required
21. 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
22. 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
23. Participate in administrative meetings, board meetings, negotiation meetings and other such meetings as required or appropriate
24. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration.
25. Maintains satisfactory attendance, as defined in District policy and regulations (GCBD/GDBD).

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

1. Appropriate Administrative License
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.*

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*signature*

\_\_\_\_\_  
*date*

\_\_\_\_\_  
*printed name*