

POSITION DESCRIPTION

TITLE: DIRECTOR OF STUDENT SERVICES

TYPE: Administrator
Exempt

REPORTS TO: Superintendent

POSITION SUMMARY:

The primary purpose of this position is to administer and supervise all special education and student services programs of the district in compliance with state and federal laws and regulations.

MINIMUM QUALIFICATIONS:

1. Master’s Degree in Education or related field.
2. Background and Criminal History Clearance.
3. Valid Oregon Administrative License with Administrator Endorsement.
4. Three years successful experience in the special education field.
5. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English, and if applicable, in Spanish or Russian.
6. Skill in leadership and facilitation of work involving colleagues and administrators, including problem solving and conflict resolution.
7. Excellent organizational skills for effectively managing multiple tasks.
8. Ability to understand and follow oral and written instructions.
9. Extensive understanding of state and federal special education laws, regulations, and procedures.
10. Understanding of school counseling, and student health services program requirements.
11. Understanding of appropriate curriculum and instruction practices for exceptional students, including computer assisted instruction.
12. Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.

ESSENTIAL FUNCTIONS:

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Supervises, administers, and evaluates the district special education program to meet the needs of exceptional learners and the various student services programs to meet the needs of all learners.
4. Monitors district compliance with legal requirements and initiates corrections and program revisions as needed.
5. Orients, consults, and provides technical assistance to administrators concerning legal requirements and implementation of special education and student services programs.
6. Makes provision for training and professional development activities for district and building level special education and student services staff.
7. Oversees the development and implementation of an appropriate Individual Education Program (IEP) for each identified student.

8. Oversees maintenance of student records and census information for special education students.
9. Oversees District Counseling and Guidance and Student Health programs.
10. Completes and submits required applications, grants, and reports.
11. Develops a proposed student services budget and monitors budget expenditures.
12. Assists in screening, interviewing, recommending hiring, and evaluating special education and student services personnel.
13. Supervises and evaluates assigned department personnel.
14. Monitors and approves work products of all approved Independent Contractors and Education Service District (ESD) service providers.
15. Prepares reports and keeps supervisor and Board informed with regard to special education and student services issues and programs.
16. Serves as District Crisis Coordinator.
17. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment for all department employees.
18. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plans.
19. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
20. Assists parents and community members as needed.
21. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
22. Complies with professional development activities as required by the District.
23. Actively seeks out and participates in professional development activities designed to improve professional competence.
24. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
25. Holds expectations for high performance of self and supervised staff.
26. Assesses results of performance for improvement on a regular basis.
27. Demonstrates computer literacy and operates software programs as related to job responsibilities.
28. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
29. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
30. Maintains the confidentiality of sensitive and confidential district information related to financial, collective bargaining, personnel, and legal matters.
31. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
32. Adheres to the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.
33. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIREMENTS:

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.

3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
4. Evenings and/or extended work hours or days are often required.
5. Possible exposure to bodily fluids due to student or employee illness or injury.
6. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
7. Occasionally performs other duties as required by supervisor.

TERMS OF EMPLOYMENT:

Current work year of approximately 260 days (12 month), subject to change. Salary and benefits and working conditions as determined by District Board.

EVALUATION:

Performance will be evaluated in accordance with applicable District Policy and Regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date