

ASSOCIATE DIRECTOR OF STUDENT SUPPORT SERVICES

Classification: Administrator

Location: District Office

Reports to: Executive Director, Student Support Services

FLSA Status: Exempt

Employee Group: NCAA

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Assist in planning, directing, and coordinating all functions of the special education program including curriculum, instruction, assessment, staffing, training, and program evaluation. Works closely with District schools to support the administrative, teaching, and support staff.

Part II: Supervision and Controls over the Work:

Serves under the administrative supervision of the Executive Director of Student Support Services. Is responsible for results in terms of effectiveness of planning, compliance with policies, and programs, quality of supervision, and contribution to achievement of district and department goals and objectives. Work is guided by, and must be in compliance with, federal and state law, operational direction of District leadership, policy direction of the School Board, and compliance with federal, state and local regulatory agencies.

Part III: Major Duties and Responsibilities:

1. Program Operations:

- a. Supports the Executive Director and school administrative teams in ensuring the efficient and effective operation of school and educational programs.
- b. Participates in strategic planning and visioning with all stakeholders and in gaining buy-in and support of vision and goals.
- c. Provides leadership in helping school administrative teams analyze data to inform best practice and develop systemic responses to improve academic and social growth for all students.

- d. Assists with planning, articulating and developing curriculum and staff to enhance instructional and leadership practices.

2. Staff Supervision:

Assists Executive Director in all aspects of staff supervision to include:

- a. Recruiting and assigning staff.
 - b. Developing and delivering staff training. Assures that all mandatory safety training is provided and completed in a timely manner.
 - c. Participates in the establishing of bus routing for efficiency, economy, and student safety.
 - d. Fosters effective teaming and collaboration within the staff.
 - e. Creates effective communications with staff to assure that all staff is timely and effectively informed of department policies, issues, guidance, and operational requirements and expectations.
 - f. Participates in the performance evaluation of staff to include intervention when performance fails to meet expectations.
3. Communication and Support Services: Assists the Director in fostering a culture of support, collaboration and teamwork that assures school programs are responsive and sensitive to the needs of students, parents and school staff. Creates a welcoming environment that provides flexibility and innovation in response to the needs of students, staff, families and the community. Assists in preparing school and parent communications. Responds to school and parent inquiries.
4. Accounting and Budgeting: Participates in department budget preparation, and in assuring that the department operates in conformance with the approved budget and financial control requirements.
5. Program Evaluation, Analysis and Feedback: Participates in assessment of program effectiveness and/or changing needs. Prepares documentation for SPR&I reports for the Oregon Dept. of Education. Assists in researching and evaluating equipment needs and recommends purchase and replacement of equipment to maintain effective operations and safety.
6. Leadership: Provides leadership in the area of special education, curriculum development and behavioral supports for students with special needs. Serves as acting director in the director's absence.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Possess or ability to obtain Oregon administrative license.
3. Master's degree in special education, educational administration or related field.
4. Minimum of five (5) years of progressively responsible and highly successful special education teaching and/or leadership experience.
5. Strong knowledge of special education programs, curriculum, assessment, instructional practices, and intervention strategies. Experience providing services under and training in the IDEA, Section 504 and the ADA.
6. Skills in developing and maintaining relationships with a diverse community. Ability to comfortably present to and work effectively with a wide range of constituents.
7. Strong understanding and history of successful conflict management and mediation. Ability to handle complaints, settle disputes, and resolve conflicts, or otherwise negotiate with others.
8. Effective oral and written communications; strong analytical ability, and the ability to prepare efficient and effective studies and reports.
9. Ability to work both independently and cooperatively. Demonstrated ability to handle multiple projects concurrently.
10. Ability to organize work, set priorities, and meet deadlines.
11. Demonstrated supervisory ability in observing, evaluating, and developing teachers and support staff.
12. Ability to continually evaluate the effectiveness of Special Education services in District schools and special programs.
13. Valid state driver's license.

Part V: Desired Qualifications:

1. Bilingual ability in language(s) appropriate to the District's student and parent demographics.

2. Special education administrative experience.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

May be exposed to infectious disease when assisting directly in student transportation.