

## **EXECUTIVE DIRECTOR OF STUDENT SUPPORT SERVICES**

Classification: Administrator

Location: District Office

Reports to: Assistant Superintendent, Education

FLSA Status: Exempt

Employee Group: Executive Exempt

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:**

Provides leadership, supervision, and direction to the District's special services/education program.

### **Part II: Supervision and Controls over the Work:**

Serves under the broad guidance and administrative supervision of the Assistant Superintendent of Education. Is held responsible for results in terms of effectiveness of planning, policies, and programs, and for achievement of district goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with state and local regulatory agencies.

### **Part III: Major Duties and Responsibilities:**

1. Program Leadership: As the administrator responsible for special services programs, provides leadership to all assigned programs and functions.
2. Planning and Programming: Stays abreast of research on the changing nature of the profession, the field of public education and changing national, regional and local trends that may impact program areas. Participates in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs. Uses forecasting tools and strategies to predict future needs. Anticipates and develops strategies and programs that respond effectively to anticipated needs and the changing profession. Participates in school improvement planning in terms of students with special needs and services.
3. Program Supervision: Provides regular oversight over all special education programs and nursing services to assure compliance and effectiveness. Represents the District in meetings

with external parties and agencies. Participates in preparing, presenting, and defending the District position in hearings and litigation. Maintains coordination with other administrators. Ensures proactive and frequent communication between relevant stakeholders, including parents, Special Education licensed staff, Special Education administrators and relevant local agencies.

4. Financial Management and Strategic Planning: Advises the Superintendent and Board on the financial implications of special services/education programs. Develops and defends budgets and administers programs within approved budget parameters including allocation of staff (FTE) resources. Oversees special services financial resources. Maintains records and documents necessary to support state and federal funding requests including state safety net funding.
5. Policy Formulation and Guidance: Recognizes the need for and formulates policies necessary to implement district human resource management goals and objectives and to assure effective implementation and operation of assigned programs. Establishes a system for periodic review of policies to determine when modifications are necessary to advance the goals of the department and to serve the overall needs of employees and managers and the organization.
6. Labor Relations and Collective Bargaining: Contributes to planning and as required participates in the collective bargaining process to include identifying and researching bargaining issues related to student support services. Participates in labor management meetings to address special services programs and operations.
7. Program Direction and Staff Supervision: Oversees organizational management in all assigned areas. Assures that positions are effectively allocated and staffed to assure fulfillment of student and program needs and to comply with regulatory and statutory requirements. Approves position and establishes operating practices essential to the development and delivering of quality programs and services. Recruits and assigns staff ensuring that they possess and practice the skills, abilities, and values necessary to achieve the level of program delivery that is essential to a highly effective program and compliance with IDEA requirements. Engages and coordinates legal responses to Special Education questions, complaints, and related issues. Assesses, evaluates, and provides for training and professional development of subordinate staff. Creates communication, collaboration and coordination processes that assure all staff are timely and effectively informed of policies, issues, and program and operational guidance. Establishes an environment in which all staff members are comfortable and forthcoming in sharing their ideas, needs and concerns, and in which the staff collaboratively works together to seek solutions and resolutions.
8. Program Evaluation, Analysis and Feedback: Establishes a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. At least annually, conducts a comprehensive assessment review of all programs to determine their level of effectiveness and contribution to the mission of the department and to identify problem areas, areas of high success, and areas in needs of change. Prepares

structured presentations to the Superintendent to share the program evaluation results.

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. Successful experience as a learning specialist, special needs teacher, counselor, or psychologist.
4. Minimum of five (5) years of special education leadership experience.
5. Strong analytical and problem solving skills, and understanding of “client-centered” support and services.
6. Excellent oral, written, and interpersonal communication skills.
7. Ability to work both independently and cooperatively.
8. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
9. Ability to remain calm, deliberate, and tactful in stressful and emotional situations.
10. Experience in a highly unionized environment.
11. Demonstrated leadership and supervisory ability.
12. Valid state driver’s license.

**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.

The employee may sit or stand for longer than two (2) hours at a time, may lift objects repeatedly, and may undertake repeated motions.