

LYON COUNTY SCHOOL DISTRICT

Executive Director of Special Services

Job Group: District Administration

Classification: Executive Cabinet

Terms of Employment: Defined in Cabinet Member Employment Agreement/Contract – This is a salaried position on the Executive Director Salary Schedule.

FLSA STATUS: EXEMPT

POSITION SUMMARY: The Executive Director of Special Services reports directly to and is evaluated by the Superintendent, and serves on the Executive Cabinet. The main focus of the position is to have responsibility and oversight of Special Education programming; provides close advisement to the Superintendent and executive cabinet around major initiatives, provides support and expertise in the area of federal and state programs in relation to Special Education; Is the Superintendent's designee to external and internal audiences and is able to articulate clearly the vision of the Superintendent and District. This position also oversees Multi-Tiered Systems of Support (MTSS) School Nursing, Section 504 of the Rehabilitation Act, Family Education Rights and Privacy Act, Homebound, and Homeschool The Executive Director of Special Services is responsible for administering all programs as prescribed by state and federal requirements, ensuring appropriate and compliant staffing ratios, and implementing programs that provide appropriate services to student populations served by this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develop, staff, and administer compliant Special Education Programs, School Nursing, including training staff on district policies and procedures.
2. Administer MTSS, Section 504, FERPA, homebound, and homeschool programs in compliance with state and federal requirements, including training relevant district and site level staff on district policies and procedures.
3. Develop and implement district policies and procedures specific to the programs this position administers.
4. Oversee data collection that must be maintained and reported as a requirement under state and federal programs.
5. Write, manage, and implement pertinent state and federal grants.
6. Manage district level budgets for each program administered.
7. Provide professional development for all Special Services Staff working in programs administered,
8. Organize and provide professional development for District and Site Level Administrators specific to the implementation of state and federal program requirements.
9. Work with all site administrators to create, implement and maintain effective programs that are administered by this position.
10. Attend and participate in all district level meetings; collaborate with district and site level staff to problem solve issues and concerns related to programs administered.
11. Attend IEP/Section 504 meetings as needed or required.
12. Supervise and evaluate Special Services District Level Staff; Transition Coordinator, Program Specialists, Behavior and Instructional Intervention Coordinator, Chief Nurse, other specialized positions, Physical Therapists, Occupational Therapists, and School Psychologists, or others as deemed necessary by the Superintendent.

POSITION EXPECTATIONS:

Possess working knowledge of Individuals with Disabilities Act (IDEA), Nevada Administrative Code 388, Title III, FERPA, and Section 504. Excellent interpersonal skills and the ability to deal with a wide variety of problems from a variety of departments; strong planning skills; making formal presentations; excellent oral and written communications; ability to ensure the implementation of the objectives through appropriate activities; establishing and maintaining effective working relationships with those contacted in the course of work; principles of effective management, staff supervision and administration. Ability to plan, organize, and coordinate activities/professional development for all special services staff. Demonstrate a high level of self-confidence, initiative, self-direction, and motivation.

Demonstrated ability to work with parents, school staff, peers, and others.

POSITION REQUIREMENTS:**Education:**

Master's degree from an accredited college or university with certification in supervision, special education, or administration;

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada school administrative endorsement.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

At least three (3) years of successful experience as a school administrator OR special education administrator/teacher preferred.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Medium to heavy lifting (25 to 100 pounds) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

Hazards: Office/Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting				X
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs	X			
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing	X			
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)	X			
Fine Manipulation			X	
Repetitive Work			X	
Weight Bearings	X			
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT	X		X	
Driving a Vehicle		X		
Working Alone		X		
Operating Machinery or Equipment:	X			
Heavy Equipment	X			
Vibrating Equipment	X			
Power Tools	X			
Machine/Electrical Hazards	X			
Ladders ≥ 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use	X			
Work Conditions:				
High Noises	X			
Heights	X			
Confined Spaces	X			
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous	X			

Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs			X	
Senses:				
Eyes				
Visually Demanding Work			X	
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection	X			
Speech Discrimination	X			
Audio Alarms	X			
Ability to Smell	X			

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name (Signature/Print) Date _____

Supervisor Name (Signature/Print) Date _____