

LYON COUNTY SCHOOL DISTRICT- HR Department

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 in the Executive Director Salary Schedule.

FLSA STATUS: EXEMPT

POSITION SUMMARY: Under the general direction of the Superintendent, the Director of Special Services is responsible for overseeing the programs within the Special Services Department: Special Education, Title III, Gifted and Talented, School Nursing, Section 504 of the Rehabilitation Act, Family Education Rights and Privacy Act, Homebound, and Homeschool. The 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. This position reports directly to and is evaluated by the Superintendent.

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, School Nursing, Gifted and Talented, English Language Learner programs, including training staff on district policies and procedures.
2. Administer Section 504, FERPA, homebound, and homeschool programs in compliance with state and federal requirements, including training relevant district and sight level staff on district policies and procedures.
3. Develop and implement district policies and procedures specific to the programs this position administers.
4. Maintain, collect, and report all data required under state and federal program.
5. Write, manage, and implement pertinent state and federal grants.
6. Manage district level budgets for each program administered.
7. Collect, maintain, and report required data elements for each program administered, as per program requirement.
8. Provide professional development for all Special Services Staff working in programs administered, e.g., IEP, Section 504, GT, etc.
9. Organize and provide professional development for District and Site Level Administrators specific to the implementation of state and federal program requirements.
10. Work with all site administrators and School Improvement teams to create, implement and maintain effective Special Education, 504, Gifted & Talented and ESL programs.
11. 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.
12. Attend IEP/Section 504 meetings which may be contentious or litigious.
13. Supervise and evaluate Special Services District Level Staff and District Level consultants (AU, VI, AH) Physical Therapists, Occupational Therapists, School Psychologists, Certified School Nurses.

POSITION EXPECTATIONS:

1. Possess working knowledge of Individuals with Disabilities Act (IDEA), Title III, FERPA, and Section 504.

2. Ability to plan, organize, and coordinate activities/professional development for all special services staff.
3. Demonstrate a high level of self-confidence, initiative, self-direction, and motivation.
4. Demonstrated ability to work with parents, peers, and others.
5. Exceptional verbal and written communication skills.

POSITION REQUIREMENTS: Education and Training:

Master's degree from an accredited college or university in an area relevant to this position

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 five (5) years of successful, licensed teaching experience in special education and at least three (3) years, as an instructional leader in an educational institution are 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				
Crawling				
Kneeling				
Reaching above of body				
Reaching away from body				
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping				
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work				
Weight Bearings				
Typing, Keyboarding, or Entering Data		X		
Computer Monitor/ CRT	X			
Driving a Vehicle	X			
Working Alone	X			
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous 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				
Speech Discrimination				

Audio Alarms				
Ability to Smell				

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