

JOB TITLE: **DIRECTOR, SPECIAL EDUCATION SERVICES**

REPORTS TO: The Superintendent

POSITION PURPOSE:

Responsible for directing the supervision, evaluation and instructional activities of personnel within one or more sections of the Department of Special Education. Responsible for a section as indicated on the organizational chart of the District.

NATURE & SCOPE:

This position is subject to board policies, administrative rules and procedures, department regulations and applicable State and Federal statutes. This position carries specific administrative authority to effect the responsibilities in this job description. All commitments outside of authorized programs and services are subject to prior approval by the supervisor of this position.

ESSENTIAL LEADERSHIP QUALITIES:

1. Trust: Develop trust among co-workers through honesty and fairness.
2. Communication: Communicate in an inclusive and collaborative manner.
3. Vision: Lead with vision and follow-through.
4. Personal Qualities: Be respectful, caring and courageous.
5. Management Style: Be visible, humble and a team player.
6. Agency-wide perspective: Be involved in, and supportive of continuous overall improvement of MESD.

ESSENTIAL JOB FUNCTIONS:

1. Develop and monitor budgetary documents for assigned programs and provide information on budgets to the Director of Business and Superintendent.
2. Develop positive working relationships with component districts and agencies to appropriately coordinate and implement student support services and staff development.
3. Work collaboratively with the Oregon Department of Education and act as a resource person to other individuals and partners.
4. Manage collective bargaining contracts within the departments according to written administrative guidelines.
5. Directly evaluate supervisory personnel assigned to subordinate positions within the programs and supervise the evaluation of all other program personnel and implement progressive discipline principles, as needed. Oversee and manage making recommendations to Superintendent regarding personnel changes, recruitment, and the hiring of staff according to the district staff selection process, as needed or requested.
6. Use personal safety techniques to avoid exposure and injury to self, students, and other staff.
7. Implement service objectives according to policies and procedures for the delivery of special education services within legal and ethical guidelines of

- special education professional organizations. Authorization of the local districts and state authorities to implement activities designed to achieve learning supports for children qualifying for special education.
8. Develop working relationships with outside agencies for multiple programs within the department for integrated service planning and contracting for special education.
 9. Oversee and assist in the writing, review, evaluation, and revision (at least annually) of the program service objectives for each program assigned and prepare reports regarding the activity analysis of these programs.
 10. Supervise the compilation of required reports for the Education Service District, State Department of Education and other State, Federal and local agencies regarding special education data collection or other reports as required or requested.
 11. Communicate and monitor the district and department policies and procedures for special education to all personnel within the department and have current knowledge of statutes and rules relating to all federal and state guidelines and laws pertaining to special education policies and procedures.
 12. Convene and facilitate department meetings as needed for each program and all program administrators on a monthly basis.
 13. Administer, coordinate, or direct federal projects related to and assigned to the department.
 14. Oversee, convene, and facilitate advisory groups and sub groups for programs within the department for resolution services and special projects.
 15. Work cooperatively with other ESD personnel and act as a resource, if requested.
 16. Maintain consistent and satisfactory attendance.

OTHER JOB FUNCTIONS:

1. Serve as a member of superintendent's cabinet.
2. Attend meetings and conferences as an ESD representative authorized the Superintendent.
3. Collaborate with university faculty to provide practicum experiences for graduate students in appropriate education settings.
4. Perform other job-related duties as assigned by the Superintendent.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrated leadership, project organizational skills, time management skills, and the ability to carry out multiple projects as assigned.
2. Possess strong interpersonal skills to develop collaborative relationships with district personnel and other agency staff.
3. Excellent oral and written communication skills.
4. Effective project management planning, budgeting, organizing, and cost control techniques.
5. Excellent interpersonal relations skills in working with diverse groups, individuals and organizations.
6. Demonstrated ability to build effective coalitions.

7. Superior ability to maintain strict confidentiality.
8. Detail oriented.
9. Highly motivated and works well independently and in a team environment.
10. Proficient in the use of Google Suite, MS Outlook, Word, Excel and PowerPoint. Some comfort with Adobe Acrobat Professional and/or Adobe Creative Suite a plus.
11. Valid driver's license and own transportation.
12. Ability to work flexible hours, as needed or requested.
13. Valid driver's license, and own transportation.

EDUCATION AND EXPERIENCE:

Masters Degree, and experience in the following general areas as it relates to the department: curriculum and instruction - or - Administration of public schools and Special Education. Five years' successful teaching experience and two years in an administrative capacity. Hold or qualify for an Oregon Administrative License with an administrator endorsement.

PHYSICAL REQUIREMENTS:

1. Ability to sit and/or drive for four (4) plus hours per day.
2. Ability to make repetitive hand-movements, such as typing, for three (3) plus hours per day.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.