



Position Title: **Director of Instruction & Student Services**

Department: Special Education

Reports To: Superintendent

SUMMARY: Directs the Office of Student Services. This includes Special Education , Section 504 and Talented and Gifted programs. Ensures compliance with state and federal regulations. Oversees the implementation of evidence based instructional programs including curriculum selection.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Supervises and evaluate student services staff
2. Consults with staff, parents and outside agencies regarding Special Education students and programs offered
3. Responds to parents regarding the evaluation and placement of their children
4. Discusses Special Education programs, personnel and students with building administrators
5. Manages relevant program budgets
6. Submits program documentation for approval, applies for grants, submits budgets and financial reports and prepares and submits program reports to agencies
7. Ensures compliance with local, state and federal guidelines
8. Monitors staff caseloads, assignments and student progress
9. Assists in recruitment, selection, and recommendation for hiring of special education personnel
10. Monitors the development of complete and cumulative individual records of all children receiving special services or enrolled in special classes
11. Assists in the adaptation of school policies to include special education needs
12. Keeps informed of all legal requirements governing student services
13. Plans staff in service training activities
14. Works collaboratively to select and implement district initiatives
15. Provides leadership in the selection of curriculum
16. Provides leadership in the direction of district professional development activities for administrative, licensed and classified staff
17. Communicates effectively with district staff and stakeholders
18. Attends monthly board meetings
19. May be asked to translate, if applicable
20. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: Supervises employees in the Student Services Department. Is responsible for the overall direction, coordination, and evaluation of

these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Oregon administrative endorsement required. Three plus years of administrative experience in special education.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate with Special Education endorsement, full approval in at least 1 area of special education.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Must be able to transport between school buildings, districts and cities. Ability to apply knowledge of current research and theory in specific field. Demonstrated leadership ability and general knowledge of issues and problems in all disability areas of special education. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands 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 and occasionally walk or stand. The employee is occasionally required to talk and hear.

Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee continuously is interacting with the public, staff and students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date