



## **Director of Special Services**

### **Classification: Exempt**

#### **JOB GOAL:**

- ♦ The Director of Special Services coordinates and directs services and programs for students with special needs; and
- ♦ Uses leadership, supervisory, and administrative skills to promote the educational development of each special needs student and the professional growth of the staff.

#### **QUALIFICATIONS:**

- ♦ Hold current Oregon supervisory/administration (qualified for a handicapped learners endorsement) license;
- ♦ Have a minimum of four years teaching experience (to include experience with special needs students); and
- ♦ Valid First Aid Card as requested by supervisor.

#### **REPORTS TO:**

- ♦ Superintendent

#### **Special Programs Include:**

- ♦ Special Education
- ♦ Talented and Gifted

#### **PERFORMANCE RESPONSIBILITIES:**

1. Supervising the districts' various special education and state, collecting data for the evaluation of each program, interpreting the data, and recommending changes based on these findings.
2. Monitoring programs to determine their compliance with various federal and state laws and regulations and with the districts' policies.
3. Preparing applications for funds and related reports for special education services and state programs which are funded externally.
4. Assists in the evaluation of special programs employees.
5. Assuming primary responsibility for evaluating special education staff members. Assists in the evaluation of employees under intensive review.
6. Preparing and administering the special education and state program budgets.
7. Making referrals to other agencies whose services complement or extend those of the districts.
8. Designing and supervising the assessment necessary to administer the early entry policy of the districts and recommending actions on all such applications.

9. Oversee the preparing and implementing of all individual education plans to ensure state minimums counts are achieved for state funding.
10. Establishing criteria which are compatible with federal and state requirements for selecting pupils to participate in special education programs and ensuring their equitable application.
11. Participating in parent conferences when requested by other administrators or teachers.
12. Representing the districts at local, county, and state levels in matters related to the area of special education.
13. Recommending policies and procedures essential to special education funded programs.
14. Communicating to school administrators and staff information about each program and information about changes or developments within each ongoing program.
15. Participating as necessary as a member of any evaluation team involved in deciding placement or recommending placement in special programs.
16. Visiting on a regular basis all physical sites at which special, and state programs are conducted during hours when the programs are in operation.
17. Making recommendations for the creation of new special, and state programs based on identified student needs and identified community or governmental resources.
18. Developing and initiating survey programs for the continuous identification of exceptional children.
19. Assisting in the recruiting, interviewing, hiring, and assigning of all special services staff.
20. Supervising and coordinating home instruction for home-bound or hospitalized students.
21. Ensuring complete and cumulative individual records for all children receiving special services or enrolled in special classes.
22. Arranging for the transportation of all children placed in special programs.
23. Serves as the district's TAG Coordinator.
24. Ability to maintain confidentiality.
25. Ability to communicate with individuals of varied cultural and educational backgrounds.
26. Ability to keep and maintain accurate records and to meet deadlines.
27. Perform physical requirements which may include:
  - A. Moderate to extensive degree of physical and emotional stamina
  - B. Frequent and prolonged standing, walking and sitting
  - C. Frequent and prolonged talking/hearing conversations
  - D. Ability to restrain a student
  - E. Possible exposure to bodily fluids due to student injury or illness
28. Facilitate Medicaid administrative and high cost disability claiming.
29. Maintain special education services at charter schools.
30. Facilitate coordination of school based nursing services and participation in various screenings such as vision/hearing.
31. Manage behavior support team and youth transition program.
32. Facilitate threat assessment trainings and flight team members with WESD and other districts as needed.
33. Maintains satisfactory attendance.
34. Complete all other assignments and duties as assigned by the Superintendent.

#### Management Team Member

1. Understands the operation of the district management team and is a fully functioning member of the group.

2. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with colleagues.
3. Participates in administrators' meetings, board meetings, and such other meetings as are required or appropriate.

TERMS OF EMPLOYMENT:

- ♦ According to Board policy, master contract and school calendar.

EVALUATION:

- ♦ Performance will be evaluated annually in accordance with Board Policy and established procedures.

OTHER:

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

*Gervais School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex, or age in providing or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issue; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.*

*The Director of Special Services has been designated to coordinate compliance with these legal requirements and may be contacted at the Gervais Middle School at 300 E. Douglas AVE, Gervais, OR 97026, Phone: 503-792-3803, ext. 2010.*

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

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Employee Signature

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Date

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Employee Print Name

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Date

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Supervisor Signature

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Date

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Supervisor Print Name

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Date