

North Central Educational Service District
Job Description – Director of Special Education

Title: Director of Special Education
Department: Central Office
Classification: Administrator
Supervised by: Superintendent
Work Year: 220 Days or Assigned by Superintendent

Position Purpose:

Job Purpose Statement/s: The job of "Director of Special Education" is done for the purposes of implementing and maintaining birth to age 21 Special Education programs and services to membership districts served by North Central Education Service District.

Job Qualifications: Education and Experience:

- BA/BS and Master's Degree (*required*) with a major in one or more of the following areas: Curriculum, Elementary Education, Secondary Education, Special Education, Psychology, Reading, Early Childhood Education, Administration, or similar.
- Must hold a current recognized first aid card or be willing to obtain same if directed by the district under ORS 342.664 (2).
- Experience in overseeing Special Education Programs at the building or district level *preferred*

Licenses, Certifications, Bonding, and/or Testing Required:

- Criminal Justice Fingerprint Clearance
- Valid Driver's License and evidence of insurability
- Valid Oregon Administrative and Teaching License and endorsement(s) from the Teacher Standards and Practices Commission in the State of Oregon with required endorsements for subject areas
- Successfully pass district background screening

Essential Job Functions:

1. Collaborates with membership Districts Administration and Support Staff for the purpose of implementing and maintaining services and/or programs;
2. Sets staffing levels for special education programs for the purpose of providing services with fiscal efficiency;
3. Directs personnel, for the purpose of delivering services which conform to established guidelines;
4. Develops proposals, new programs, budgets and grants for the purpose of meeting NCESD Local Service Plans with membership districts;
5. Evaluates Special Education Programs and personnel;
6. Monitors the implementation of special education and compliance with regulations in each location, for the purpose of carrying out and achieving objectives within area of responsibility;
7. Facilitates meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the district which achieve desired objectives.
8. Implements assigned programs and/or projects for the purpose of conforming to NCESD and state curriculum and/or instructional objectives.
9. Supports Districts with 504 Guidelines;

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10. Prepares documentation and reports data to the Oregon Department of Education for the purpose of providing written support, conveying information, and complying with Federal and State regulations.
11. Communicates information on programs, services, and regulations to school personnel, parents, the Board and other districts for the purpose of understanding of the programs.
12. Recruits, hires, supervises, and evaluates District-level special education staff as required, including speech pathologists and assistants, school psychologists, occupational therapists, physical therapists.
13. Serves as the District liaison to NCESD membership districts and the Oregon Department of Education for coordination of Special Education services; and manages special education complaints, for the purpose of providing required services.
14. Coordinates with outside agencies to provide services to students and staff, for the purpose of offering appropriate services.
15. Directs the Medicaid Administrative Claiming process and direct billing of Medicaid-eligible special education services provided by the district, for the purpose of gaining fiscal resources.
16. Supervises the training of special education instructional assistants for the purpose of assuring well-trained personnel.
17. Provides direction and input to Board Policy for special education as is needed or required, for the purpose of assuring program consistency and compliance with state and federal rules in all locations;
18. Maintains a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities, for the purpose of managing an excellent special education program.

Knowledge, Skills and Abilities:

- Ability to work effectively and cooperatively with staff, local district personnel and constituent agencies.
- Demonstrated effectiveness in organizational and coordination skills.
- Demonstrated written, verbal and interpersonal communication skills.
- Maintains professional and technical knowledge by participating in professional development activities.
- Ability to undertake responsibilities and complete assignments with minimum supervision.
- Knowledge of ESD & SPED laws and follows and supports ESD policies and procedures.
- Knowledge of reports required by law relative to special education.
- Demonstrate effectiveness in organizational and coordination skills.
- Demonstrate written, verbal (in person and by phone) and interpersonal communication skills.
- Demonstrate computer skills, including word processing, database, Synergy Software, spreadsheet applications, web design, and maintenance skills.
- Ability to exercise independent judgment and aptitude for handling and processing privileged information with professional integrity.
- Complete projects in an accurate and timely manner.
- Ability to work effectively and cooperatively with staff, school personnel and constituent agencies.
- Ability to undertake responsibilities and complete assignments with minimum supervision.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other ESD staff, ESD Districts, and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.

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Physical Requirements:

1. **In an eight-hour day employee may:**

- | | | | | |
|---------------|-------------------------------|---|---|---|
| a. Stand/Walk | <input type="checkbox"/> None | <input checked="" type="checkbox"/> 1-4 hrs | <input type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 6-8 hrs |
| b. Sit | <input type="checkbox"/> None | <input type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input checked="" type="checkbox"/> 5-8 hrs |
| c. Drive | <input type="checkbox"/> None | <input type="checkbox"/> 1-3 hrs | <input checked="" type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |

2. **Employee may use hands for repetitive:**

☒ Single Grasping ☒ Pushing and Pulling ☒ Fine Manipulation

3. **Employee may use feet for repetitive movement as in operating foot controls:**

☐ Yes ☒ No

4. **Employee may need to:**

- | | | | |
|-----------------|-------------------------------------|--|-------------------------------------|
| a. Bend | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. **Lifting:**

☐ **Sedentary Work:** Lifting 20 pounds occasionally with frequent sitting and occasional standing/walking.

☒ **Light Work:** Lifting 25 pounds occasionally with occasional sitting and frequent standing/walking.

☐ **Medium Work:** Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Medium Heavy Work:** Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Heavy Work:** Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

Agreement

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to describe the principle functions required of this position, the level of knowledge and the skill typically required and the scope of responsibility.

I, _____ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

Employee Signature

Date

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