

North Central Educational Service District

Job Description – Director of Early Intervention/Early Childhood Special Education

Title: Director of Early Intervention/Early Childhood Special Education

Department: Early Intervention and Special Education

Classification: Administration

Supervised by: Superintendent

Work Year: 230 Days

Job Purpose Statement:

This position is responsible to coordinate Early Intervention/Early Childhood Special Education programs as assigned, and to provide a broad continuum of services to children birth to kindergarten age under the mandates of state and federal laws (PL99-457 and PL 1 01-4 76). Administer programs in accordance with ESD policies and procedures, Oregon statutes and administrative rules, and federal laws and regulations.

Job Qualifications: Education and Experience:

- BA/BS and Masters 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).

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 and drug screening

Knowledge, Skills, and Abilities:

- Must be able to perform each essential duty satisfactorily
- Knowledge of age appropriate teaching methods, state curriculum framework, education code, appropriate instructional subjects.
- Knowledge of current concepts, methods, and procedures for curriculum development and implementation
- Knowledge of laws, rules, policies, and trends regarding instruction and evaluation techniques
- Knowledge of human development and learning, behavior management techniques, and communication techniques
- Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate performance.
- Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public
- Demonstrated knowledge of high leverage, research-based instructional strategies and models for improving instructional practices.
- Demonstrated proficiency in the use of data to assess student progress and inform instructional practice.
- Effective interpersonal skills in managing and interacting with diverse groups of stakeholders.

North Central Educational Service District is an equal opportunity/affirmative action employer committed to workforce diversity and compliance with the Americans with Disabilities Act

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- Excellent time management and organizational skills.
- Demonstrated ability to manage conflict through quality decision-making and effective problem solving.
- Ability to handle intense or controversial situations with professionalism.
- Ability to apply commonsense understanding to carry out detailed and basic written or oral instructions
- Ability to apply knowledge of current research and theory to instructional program
- Ability to plan and implement lessons based on district and school objectives, as well as the ability to address the needs and abilities of students to whom assigned
- Ability to establish and maintain effective relationships with students, peers, and parents
- Skill in oral and written communication
- Ability to perform duties with awareness of all district requirements and school board policies, as well as Oregon law and administrative rule

Essential Job Functions:

1. Coordinate and supervise the delivery of NCESD's Early Intervention and Early Childhood Special Education services as assigned.
2. Collaborate with Related Services Department and Schools Department administrative staff in the smooth and effective delivery of services to component districts.
3. Regular and punctual attendance for daily work schedule and meetings that may occur before or after the regular workday.
4. Assure program operation consistent with program model and in compliance with state and federal laws and regulations, and NCESD procedures and guidelines.
5. Provide support to staff to meet changing needs of students and programs, including goal setting, development of a wide variety of effective instructional/evaluation strategies, classroom/student management, record keeping, and other identified needs.
6. Consult with and respond to the needs of local districts related to EI/ECSE. Provide advice and guidance on EI/ECSE matters to local districts when requested.
7. Serve as liaison between the ESD and the Oregon Department of Education and other state and federal agencies and organizations as assigned.
8. Prepare and submit required project proposals and reports for NCESD on matters relating to programs/ services overseen.
9. Participate in the selection, assignment, professional development, supervision and evaluation of assigned personnel (licensed and classified) according to NCESD policy and guidelines.
10. Develop and monitor program budget; monitor expenditures to stay within budgetary guidelines.
11. Serve as a member of the ESD's Leadership Team.
12. Work collaboratively and communicate effectively with staff and customers at all organizational levels.
13. Perform other duties and responsibilities as assigned.

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.

Physical Requirements:

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

- | | | | | |
|---------------|-------------------------------|----------------------------------|---|---|
| a. Stand/Walk | <input type="checkbox"/> None | <input type="checkbox"/> 1-4 hrs | <input checked="" 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 10 pounds occasionally with frequent sitting and occasional standing/walking.

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

☒ **Medium Work:** Lifting 50 pounds 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