

**Warrenton-Hammond School District
Job Description**

Job Title: Special Education Director
Reports To: Superintendent

JOB SUMMARY

Provides leadership, support, management and ensures compliance for the special education department while consulting with and training teachers, in order to meet state benchmark standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Maintains current information concerning federal, state and local guidelines governing federal and state special education programs and ensures compliance.
3. Reports the results of needs assessments, program plans and evaluations to the Superintendent.
4. Maintains all records and forms required by federal and state programs.
5. Serves as the District representation for IEP meetings when resources beyond school budget may be considered for the purpose of efficiently managing fiscal resources while meeting Special Education regulations.
6. Coordinates with outside agencies to provide services to students and staff.
7. Supervises and assists the instructional staff, both licensed and classified, employed in the Special Education Department.
8. Promotes and participates in the ongoing improvement of the curriculum and total effectiveness of the special education program.
9. Participates in Individualized Education Plan (IEP) meeting as required.
10. Conducts internal Special Education program audits.
11. Interprets the federal and state programs to the community and enlists the participation of the parent(s), as needed.
12. Supervises preparation of the annual Special Education Census Report and assures timely submission as required by state regulations.
13. Prepares federal and state grants for funding, as applicable.
14. Prepares and submits the budgets for local district, federal and state programs and manages all expenditures and purchased services.
15. Participates as an active and contributing member of the District Administrative Council.
16. Assumes responsibility for the conduct and health of all special education students.
17. Reports safety, sanitary and fire hazards immediately to appropriate authorities.
18. Maintains appropriate certifications and training hours as required.
19. Complies with applicable District, state, local and federal laws, rules and regulations.
20. Interacts thoughtfully and courteously with students, staff and community.
21. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings and provides staff development/training(s), as requested.
2. Attends staff meetings.

SUPERVISORY RESPONSIBILITIES

Supervises and directs the work of all special education licensed and classified staff. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

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:** Bachelor's degree (B.A.) or equivalent from four-year college or university and at least three years' related experience and/or training or equivalent combination of education and experience. Master's degree (M.A./M.S.) in Special Education or equivalent strongly preferred. Must be highly qualified under the reauthorized ESEA. Prior successful experience teaching students with varying disabilities, supervising and directing staff in a school setting required.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with staff, parents and students of varying disabilities.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students, parents and staff. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of instructions in varying forms and deal with several abstract and concrete variables. Ability to problem solve and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel, Infinite Visions, Pinnacle and Web Portal. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of students with varying disabilities. Possesses knowledge of effective behavior management methods. Ability to delegate responsibilities and meet time lines. Ability to exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Must have a valid administrative license and subject specific endorsement(s) (special education) through the Teachers Standards and Practices Commission (TSPC), CPR/First Aid card and Oregon Driver License.

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 regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds. The employee may be required to assist in a special education classroom and need to lift up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

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 work environment combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bodily fluids bloodborne pathogens.

OTHER

Note: 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 job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:

Special Education Director

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