



SCAPPOOSE SCHOOL DISTRICT 1J
33590 SE High School Way
Scappoose, OR 97056



POSITION DESCRIPTION

Director of Special Programs

Date: May 2017

Summary: This position includes oversight of all aspects of Special Education, including Federal Title programs. The Director provides oversight to the Student Health Services, Positive Behavioral Interventions and Supports Leadership Team, school counselors, school psychologists and behavior specialists.

Range Assignment: Administrative salary schedule

Qualifications: Minimum of a Master's Degree in Curriculum, Administration or Supervision; an Oregon license appropriate for the position; a minimum of five years in a head administrative position such as building principal or other administrative office position; computer skills that allow access to materials stored therein.

Reports to: Superintendent

Performance Responsibilities:

Special Education:

- Plan, direct and monitor Special Education services to assure compliance with SPED law.
- Direct recruitment, hiring and evaluation for SPED activity through the District
- Update policies and procedures on file with the Oregon Department of Education; update District procedural manuals. Keep records, reports, and ledgers to comply with assurances and audit requirements.
- Plan, monitor and direct the development and implementation of Special Education (SPED) programs that assure compliance with Board priorities, District educational goals and State standards.
- Coordinate activities related to annual Oregon Department of Education monitoring of special education programs and services.
- Develop, direct, and coordinate a program of professional development activities for special education personnel.

Other programs:

- Oversee, monitor and coordinate Title
- Facilitate academic coordination of assigned program areas.
- Monitor compliance with Oregon Administrative Rules in areas of responsibility.

Materials Adoption:

- Adhere as feasible to the State Instructional Materials Adoption Schedule with regard to Special education.
- Oversee materials resource availability for SPED programs.
- Assist with supplemental material selection for support programs.

Professional Development:

- Assure compliance of the District with all applicable statues and regulations by remaining informed, interpreting requirements to appropriate teaching and administrative staff, and monitoring department operations and activities for compliance.
- Plan and coordinate periodic evaluations of selected instructional programs. Collect data to evaluate instructional programs and collaborate with department leaders for the development of improvement goals, strategies, and annual yearly progress.
- Contribute to effective instructional methods and implementation of curriculum changes by coordinating staff development and inservice training.
- Plan, develop and implement ongoing Staff Academies to deliver staff development to District administrative, certified and classified staff.
- Coordinate professional travel and staff development activities related to school improvement.
- Develop, administer and analyze an annual staff needs assessment to identify development activities. From this assessment, develop a yearly staff development plan that reflects the priorities of the educational staff of the District including highly qualified paraprofessionals as defined by NCLB.

Grants:

- Assist in the development of grants and monitor expenditures to assure compliance with grant specifications.
- Coordinate with Title program managers to effectively implement resources for Title activities.

General:

- Maintain punctual and regular attendance.
- Perform such other related administrative duties as may be requested by the supervisor or the Superintendent.

Physical Requirements:

The physical demands describe 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. The demands of extended work days require a high level of physical endurance. This job requires the ability to handle and balance multiple demands at the same time.

Physical requirements may include:

- Stand 4 – 8 hours
- Sit 4 – 6 hours
- Bend, kneel squat 1 – 3 hours
- Lift up to 40 pounds 0 – 2 hours

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 the above position description and understand its contents.

I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations. If I require accommodations in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodations.

Name _____

Signature _____ **Date** _____