

North Wasco County School District

Job Description: Director of Student Services

Title: Director of Student Services

Classification: Administration – (District)

Reports to: Superintendent

Work Year: (220)

Job Purpose Statement:

The job of "Director of Student Services" is done for the purposes of implementing and maintaining birth to age 21 Special Education programs and services in conformance to District, State and Federal objectives; providing written support and/or conveying information; serving as a resource to patrons, school personnel and the Board; and maintaining adequate staffing to ensure objectives of programs and services are achieved within budget. This is a Cabinet-level position that reports to the Superintendent of Schools. In addition, the Director of Student Services is charged with building strong partnerships with families and community, creating a safe, supportive educational environment, and effectively managing operational, technical and staff issues to promote instructional progress.

Job Qualifications & Experience:

Oregon TSPC Administrative Licensure is required;
Advanced Degree in Special Education or Education Administration is preferred;
Administrative and classroom experience is preferred;

Skills, Knowledge and/or Abilities Required:

1. Skills to manage personnel and programs, communicate effectively, problem solve.
2. Knowledge of special education curriculum and programming, Oregon and Federal education law and regulation, district policies.
3. Abilities to sit for prolonged periods, provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form.

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

Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance, district drug screen, BBP training

North Wasco County School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran's status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

Essential Job Functions:

1. **Collaborates** with District school principals and school special education teachers for the purpose of implementing and maintaining services and/or programs. Sets staffing levels for school special education programs for the purpose of providing services with fiscal efficiency.
2. **Directs** personnel, for the purpose of delivering services which conform to established guidelines.
3. **Develops** proposals, new programs, budgets and grants for the purpose of meeting District goals.
4. **Evaluates** District and school Special Education programs and 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.
5. **Facilitates** meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the district which achieve desired objectives.
6. **Implements** assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
7. **Manages** fiscal resources from the General Fund and special education grants, prepares budgets and directs spending, and monitors maintenance of effort, for the purpose of fiscal efficiency in providing required services.
8. **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.
9. **Communicates** information on programs, services, and regulations to school personnel, parents, the Board and other districts for the purpose of understanding of the programs.
10. **Recruits, hires, supervises, and evaluates** District-level special education staff including speech pathologists and assistants, school psychologists, occupational therapists, physical therapists, and providers of Early Intervention and Early Childhood Special Education, for the purpose of carrying out objectives within areas of responsibility.
11. **Serves** as the District Representative for IEP meetings when resources beyond school budgets may be considered for the purpose of efficiently managing fiscal resources while meeting special education regulations.
12. **Serves** as the District liaison to Region 9 Educational Service District and the Oregon Department of Education for coordination of Special Education services; and manages special education complaints, for the purpose of providing required services.
13. **Serves** as the District 504 Coordinator.
14. **Coordinates** with outside agencies to provide services to students and staff, for the purpose of offering appropriate services.
15. **Supervises** the training of special education instructional assistants for the purpose of assuring well-trained personnel.

North Wasco County School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran's status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

16. **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,
17. **Advises** Superintendent regarding special education and other matters.

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 type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs

2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
---	---	---

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

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> 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:

<input checked="" type="checkbox"/> Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/> Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

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.

I, _____ have read and received a copy of this job description.
(Print Name)

I understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

North Wasco County School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran's status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.