



**David Douglas School District #40
Licensed Job Description
Administrator**

JOB TITLE: Director of Student Services

Job Purpose Statement/s: The position of Director of Student Services is for the purpose/s of implementing, maintaining, and improving specialized programs and services in conformance to District goals and State and Federal regulations; communicating verbally and in writing regularly with critical stakeholders; participating in multiple leadership structures both within and outside of the District; demonstrating knowledge of local resources; providing leadership and guidance to the Superintendent; serving as a resource to school personnel, the School Board and other Districts; successfully managing Federal grant and District general fund dollars; identifying and aligning existing resources to maintain adequate staffing to ensure programs and services are achieved within budget.

Essential Job Functions:

- **Help** develop and assist in the coordination of professional learning as it relates to best practice in instruction for special education staff
- **Assist** in development, implementation, scaling up of RTI for SLD
- **Collaborate** with District personnel and peers for the purpose of implementing and maintaining services and/or programs
- **Coordinate** program components, support needs and material for the purpose of delivering services which conform to established guidelines
- **Develop** proposals, new programs, budgets and grants for the purpose of meeting District goals
- **Evaluate** student services programs and/or projects for the purpose of carrying out achieving objectives within area of responsibility
- **Facilitate** meetings for the purpose of implementing and improving student services programs and services of the District, which achieve desired objectives
- **Implement** assigned programs and/or projects for the purpose of aligning with District goals, State curriculum and/or instructional and program objectives
- **Perform** personnel functions (e.g. recruitment, hiring, evaluations, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring that objectives of student services programs are achieved within budget
- **Prepare** documentation for the purpose of providing written support and/or conveying information.
- **Present** information on programs, services, regulations, etc., for the purpose of serving as a resource to other school personnel, the School Board and other districts
- **Supervise** personnel for the purpose of carrying out objectives within areas of responsibility.
- **Assist** the superintendent and assistant superintendent of schools as directed

Other Job Functions:

- **Assist** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Coordinate** transition services from Early Childhood Special Education to Kindergarten
- **Supervise** District Early Childhood Program, preschool, K-21 Special Education and 504 programs, alternative education programs, guidance and counseling services, pregnant and parenting teen program, and school health services
- **Maintain** student information for Special Education and 504 programs
- **Ensure** compliance with IDEA regulations in Special Education practice throughout the District.
- **Supervise** itinerant Special Education staff
- **Supervise** Districts Transition Center program and staff
- **Implement** and **Oversee** the District Wellness Policy

- **Represent** the District's interests in regional and state leadership groups
- **Coordinate** regular professional development for Special Education staff to ensure compliance with Federal and State regulations

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- **Collaborate** with school staff to resolve conflicts with parents/families of students with special learning needs
- **Facilitate** the Special Education and Americans with Disabilities programs by representing the District in administrative hearings, complaints, due process proceedings, injunctions, and court proceedings
- **Assists** in implementation of programs by monitoring legal interpretations that impact the District's Special Education policies
- **Collaborate** with Department of Curriculum and Student Learning to ensure aligned materials, interventions, and strategies for all students
- **Communicate** and advocate for student needs in the District
- **Assist** in the research, development and evaluation of new programs
- **Provide** annual budget recommendations
- **Monitors** and manages assigned budget areas
- **Assist** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Attend** regularly scheduled School Board meetings

Job Requirements-Qualifications:

Experience Preferred: Prior job related experience with increasing levels of administrative responsibility in Special Education. Teaching experience at multiple grade levels. Significant knowledge of Guidance and Counseling, Mental Health, Alternative Education, School Health Services, Curriculum and Instruction, Assistive Technology, and Culturally Responsive Practices.

Skills, Knowledge and/or Abilities Required:

Skills: Strong written and verbal communication, problem-solving, and budgeting skills. Ability to lead, manage, plan, direct and evaluate the work of others. Strong interpersonal skills and ability to establish and maintain effective relationships. Work harmoniously with administrative personnel, staff, parents, and community. Exhibit high level of personal and professional integrity and ethics.

Knowledge of current rules, policies, regulations, and laws relating to special education law, response-to-intervention, RTI for SLD, learning disabilities, and the education of students with disabilities; employee relations, staff planning, best practices, and the District budget.

Abilities to sit for prolonged periods, provide directions to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds. Prompt and regular attendance. Significant physical abilities include reaching/handling, fingering, talking/hearing conversations and other sounds, visual acuity/depth perception/visual.

Licenses, Education and/or Testing Required: Master's Degree required. Eligible for or hold appropriate Administrative License; Criminal Justice Fingerprint Clearance; registered and fingerprinted with the Oregon Child Care registry.

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Multi-Cultural preferred

Bi-Lingual preferred

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Terms of Employment: Up to 262 days per year. Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

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David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a District required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.