



VACANCY ANNOUNCEMENT

Assistant Superintendent of Staff and Student Services

The Student Services Department coordinates programs and resources for students with unique needs. This includes needs that might be academic, behavioral/emotional, physical/medical, or students who service 504 Services. Programs or resources coordinated out of the Student Services Department include: Talented and Gifted program, Resources for Unhoused Students, School Nurses, District Assessments, Family Services, and PreK. The Student Services department works closely with the Special Education and Teaching and Learning departments to provide a holistic approach to serving all students.

QUALIFICATIONS:

- Must hold or be eligible to hold an Oregon Administrators License
- Minimum of 3 years teaching experience
- Minimum of 3 years administrative experience
- Training and/or experience in instructional practice and pertinent laws for individuals with disabilities
- Experience and understanding of Trauma Informed Practices and the K12 Behavior System.
- Good communication and organization skills
- Strong ability to facilitate group processes
- Commitment to quality education

RESPONSIBILITIES:

- Collaborates with principals and district-level administrators regarding the delivery and framework of instruction to students who receive 504 services and integration with the general education learning environment.
- Keeps the Superintendent and Administrators informed of changes, needs, activities, and problems as they relate to the overall Department of Student Services
- Participate as a key member of the district Professional Learning Team while supporting the building's implementation of Professional Learning Teams.
- Administer state tests to students, extract information from district databases and testing sites to develop various reports for testing and student tracking purposes; and provide training to staff on accessing and inputting data to assess student progress on the Educational Reform Act
- Scheduling state testing sessions with principals in collaboration with ODE
- Tracking and documenting accommodations for IEP students during testing as required by ODE
- Producing, analyzing, and providing a variety of reports, e.g., student achievement, student needs, and results for individual classes
- Meet regularly with principals and district administrators to articulate District Assessment strategies, vision, and goals.
- Perform the duties of the District Test Coordinator for all state assessments by training and monitoring all school test coordinators to coordinate the administration of the State and local Assessments in a standardized manner and in accordance with the established rules and regulations.
- Develop a coordinated data system that helps school and district personnel utilize various formative and summative data sets to improve student outcomes.
- Provide training and technical assistance to school and district personnel to use data and technical data systems to improve student outcomes.
- Discusses Student Services, personnel, and students with building administrators.
- Submits program documentation for approval, applies for grants, submits budgets and financial reports, and prepares and submits program reports to agencies.
- Collaborates, when necessary, with the Director of Special Education and other school staff to support students

- Develop and maintain individual records of all children receiving 504 services
- Responds to issues and problems of students and parents regarding 504 and student services. Works with complainants, school principals, medical professionals, and other necessary staff to resolve issues and problems.
- Assists in recruitment, selection, and recommendation for hiring of staff and student services personnel.
- Plans, supervises, advises, assists, trains, and evaluates department-licensed, classified and/or support staff.
- Monitors 504 caseloads and student progress.
- Responsible for ensuring that staffing is planned and implemented as it relates to students with unique needs.
- Serves as the District 504 Coordinator, District Testing Coordinator, and TAG Coordinator.
- Serves as the point of contact for McKinney Vento and Foster Care.
- Experience and understanding of Trauma Informed Practices, Alternative Education, and K12 Behavior Systems.
- Maintains a cooperative relationship with fellow staff members, students, and the general public.
- Adheres to and enforces district, state, and federal laws, policies, procedures, and regulations.
- Maintains harmony among staff and resolves disputes.
- Responds to parents regarding the evaluation and placement of their children.
- Obtains funding from the ESD and state and federal programs.
- Ensures compliance with local, state, and federal guidelines.
- Plans staff in-service training activities.
- Implements and enforces board policies and administrative regulations and assists in the formulation of policies and procedures as directed by the Superintendent.
- Assists in the adaptation of school policies to include students with unique needs.
- Attends and participates in district administrative meetings and board meetings as required.
- Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- Professionally represents the school and the district in interactions with parents, community, staff, and students.
- Maintains appropriate certifications and training as required.
- Other duties as assigned by the Superintendent.
- Collaborates with principals and district-level administrators regarding the delivery and framework of instruction to students who receive 504 services and integration with the general education learning environment.

TERMS OF EMPLOYMENT:

- Start date – August 3, 2024 (approximate)
- 1.0 FTE – 230-day contract
- \$123,760 - 145,600 salary range
- Excellent fringe benefits
- District-paid employee contribution to PERS (*Public Employees Retirement System*)

APPLICATION PROCESS: Tillamook School District only accepts online applications. To apply go to www.tillamook.k12.or.us, and click on 'Employment Opportunities' on the home page. All applicants will require a user account.

QUESTIONS:

Hannah Snow Roberts, HR Coordinator
 2510 First Street
 Tillamook, OR 97141
 503-842-4414, ext. 1200
snowh@tillamook.k12.or.us

Open: 7/31//2024

Close: until filled

Posting #: 01A-25

~~~ Tillamook School District 9 is an equal opportunity educator and employer ~~~