



VACANCY ANNOUNCEMENT

Special Education Director/Human Resources Support @ District Office

QUALIFICATIONS:

- Must hold or be eligible to hold an Oregon Administrators License
- Minimum of 3 years teaching experience
- Training and/or experience in instructional practice and pertinent laws for individuals with disabilities
- Good communication and organization skills
- Strong ability to facilitate group processes
- Commitment to quality education

RESPONSIBILITIES:

- Designs, plans and revises the instructional program model consistent with best educational practice, legal requirements, needs of the district and ensures supported education opportunities in the Least Restricted Environment.
- Coordinates the planning and delivery of student services including: IEP development, evaluations, and related services.
- Assures compliance with federal and state laws regarding special education records.
- Coordinates Section 504 Programs.
- Administers all program functions in compliance with state and federal special education laws and policies.
- Complete Special Education reports required by ODE.
- Evaluates the performance of special education personnel, including teachers, related service and contracted professionals.
- Supervises district health team, including RN's and Health Assistant(s).
- Develops program budgets. Coordinates purchases of appropriate instructional materials and manages expenditures.
- Participates in due process procedures related to the provision of services to students with disabilities.
- Recruits, selects, and assigns program personnel in coordination with Principals.
- Trains special education staff regarding compliance requirements for IDEA.
- Communicate clearly and effectively to all stakeholders regarding Special Education.
- General Human Resources support.

TERMS OF EMPLOYMENT:

- Start date – August 3, 2023 (approximate)
- 1.0 FTE – 220-day contract
- \$119,000-\$140,000 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: 5/12/2023

Close: until filled

Posting #: 02A-24

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