

**DAVID DOUGLAS SCHOOL DISTRICT #40**  
**JOB DESCRIPTION**  
**Administration**

**JOB TITLE:** Student Services Program Administrator

**Reports To:** Director of Student Services

**Location:** South Powellhurst and District Office

**Job Purpose Statements:** This position will be part of an administrative team. Main duties may include program administration of the Community Transition Program and the Student Evaluation Center. General duties may include hiring, observation and evaluation of staff, program development and evaluation, management and communication of written reports, policies and procedures and to adhere to all requirements under federal and state laws pertaining to Special Education and Student Services.

**Essential Job Functions:**

- **Supervise** and **evaluate** assigned licensed, certificated and classified staff and implement progressive discipline principles, if needed.
- **Direct** and **review** the staff scheduling, assessment, and instructional activities.
- **Plan, implement** and **evaluate** staff development activities based upon identified department/staff needs, changes in state/federal laws, and projected trends in regular and special education, Positive Behavior Interventions and Supports (PBIS), Restorative Practices and student services (counselors, school based mental health, etc).
- **Collaborate** to supervise the planning and implementation of Individualized Education Plans.
- **Assist** in the writing and review, evaluation and revision of the Oregon Department of Education. compliance and improvement goals for each program assigned to the supervisor.
- **Assist** in personnel changes, recruit, interview, and recommend for hire, staff according to the district staff selection process as needed or requested.
- **Work** cooperatively with local school district, community agencies, and state agencies, to appropriately implement and coordinate student services.
- **Establish** and **monitor** procedures for the selection and purchase of evaluation instruments, protocols, adaptive equipment, instructional materials and curriculum for assigned programs.
- **Communicate** and **monitor** the district and department policies and procedures regarding staff responsibilities as related to their individual job descriptions.
- **Communicate** effectively with school personnel, parents, other professionals, and advisory groups in order to serve referred and enrolled students, plan for and operate services.
- **Participate** in ongoing professional growth activities to enhance knowledge and skills related to instructional service delivery models for all activities related to student services.
- **Perform** related duties as assigned which are indicated to assure effective program outcomes.
- **Adhere** to the policies of the district and procedures of the department and/or section.

**Other Job Functions:**

- **Act** as a resource person.
- **Attend** staff and administrative meetings.
- **Maintain** records and write reports.
- **Conduct** parent conferences as needed.

**Job Requirements-Qualifications:**

**Experience Required:** Five years' successful teaching experience in Special Education or Student Services area. Training and experience in prescriptive education and precision teaching techniques including task analysis, sequencing, cueing, measurable objective writing, baselining, criteria-referenced testing and data-based classrooms.

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**Skills, Knowledge and/or Abilities Required:**

*Ability* to objectively evaluate and document student learning, staff performance and the achievement of program objectives.

To have the emotional and physical stamina to perform duties as required by the designated task, except for temporary disability.

*Knowledge*, training or experience in computer-assisted instruction, instructional computer software, computer hardware, data processing, word processing and programming.

Training or experience in writing, compiling, editing, organizing and implementing.

*Knowledge* of regular and special education law.

*Skills* - Effective and demonstrated skills in leadership, planning, developing and evaluation special programs, conflict resolution and mediation.

**Educations/Licenses Required:** Master's Degree. Eligible for appropriate administrative license; valid driver's license and evidence of insurability; and Criminal Justice fingerprint clearance.

Multi-Cultural preferred.

Bi-Lingual preferred.

**Terms of Employment:** 260 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.

**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.

Reviewed and agreed to by:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

c: Employee  
Supervisor  
File