

Job Title: Director of Elementary Special Education
Reports To: Superintendent
Work Days: 260
FLSA Status: Exempt

JOB SUMMARY

The Director of Elementary Special Education manages the District's special education programs, which include educational resource classrooms, self-contained special education classrooms, ECSE transition services, ESY, psychological and assessment services, behavioral resource services, and speech pathologists. The Director collaborates with teachers, specialists, and administrators to develop educational plans and programs that support the needs of all learners and build relationships with students and their families. The Director may also partner with community agencies and may participate in state and local committees.

The Director of Elementary Special Education is also a member of the Redmond School District's leadership team. The Director works collaboratively with the team to advance the Redmond Educational Vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Responsible for providing excellent customer service to RSD team members as a subject matter expert in student services functions.
2. Demonstrates outstanding interpersonal skills in the course of supporting RSD team members.
3. Partners with school administrators in developing highly effective educational programming for students.
4. Supports school leaders and educators in maintaining inclusive positive and supportive learning environments for all students.
5. Ensures compliance with required state and federal reports (including, but not limited to IDEA).
6. Partners with school leaders in implementing effective multi-tiered systems of support (including, but not limited to behavior and academics).
7. Development and follow-through of student services team goals and objectives.
8. Attends educational support meetings, including individualized education plan (IEP) and 504 meetings as needed.
9. Supervises and evaluates designated licensed and classified RSD team members.
10. Leads and supports curriculum improvement efforts.
11. Develops and leads RSD team member professional growth opportunities as it relates to student services functions.
12. Serves as a subject matter expert in student services functions through consultation with other RSD team members.
13. Develops and communicates work procedures based upon adopted school board policy.
14. Cooperates with RSD team members to ensure articulation of services from school to school and grade to grade.
15. Works in conjunction with the Director of Elementary Schools to improve student outcomes.

16. Serves as a productive partner and liaison to stakeholder agencies in an effort to enhance RSD student services.
17. Actively recruits and selects RSD team members for student services positions.
18. Supports the student services budgeting process and ensures effective stewardship of resources as a department leader.
19. Occasionally researches grant opportunities; submits applications and manages funds received.
20. Ensures that appropriate data is collected and records and reports maintained to comply with audits and submission of state reports.
21. Oversees and supervises home instruction programs.
22. Coordinates and supervises Extended School Year Program (ESY).
23. Oversees provision of student services to district charter schools.
24. Oversees provision of special transportation requests and approval.
25. Other duties may be assigned as needed.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attends school board meetings as directed.
- Collaborates with the Human Resources Director to resolve grievances and other labor relations issues.
- Administers discipline to employees appropriately per district policy and negotiated agreements.

MINIMUM QUALIFICATIONS

- Master's Degree
- Oregon Administrator License (or qualifications to obtain)
- Oregon Special Education Endorsement (or qualifications to obtain)
- Five years as a Special Education Teacher
- Submission of Professional Application Materials

PREFERRED QUALIFICATIONS

- Experience teaching in a general education classroom
- Principal experience
- Bilingual (Spanish)
- Management and supervision experience
- Administrative experience

REQUIRED KNOWLEDGE AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Demonstrated ability to manage systemic change and successfully implement reform initiatives that produce significant gains in closing the achievement gap.

2. Demonstrated success managing programs and a school.
3. Demonstrated knowledge of high leverage, research-based instructional strategies and models for improving instructional practices.
4. Demonstrated proficiency in the use of data to assess student progress and inform instructional practice.
5. Effective interpersonal skills in managing and interacting with diverse groups of stakeholders.
6. Excellent time management and organizational skills.
7. Demonstrated ability to manage conflict through quality decision-making and effective problem solving.
8. Demonstrated proficiency with Google Suite Apps. Must be able to use District systems to perform routine tasks, such as performance management work, accessing financial reports and managing school staffing and budget information.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasionally perform work beyond a standard 40-hour work week when workload requires.

The employee is occasionally exposed to wet or humid outdoor weather conditions. The noise level in the work environment is usually low to moderate.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: Director of Human Resources

Prepared Date: January 2022

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

Supervisor Signature: _____ Date: _____

Supervisor Printed Name: _____