

Greater Albany Public Schools
Job Description
Director of Special Programs

Salary Level: Per negotiated agreement
Classification: Administrator
Reports to: Superintendent
Location: District-Wide
Work Calendar: 233 days



Position Description The Director of Special Programs establishes the vision guiding special education programs and services for students from kindergarten through post high school with disabilities with a focus on improving educational outcomes. Knowledge of federal and state laws regarding the provision of services to students with disabilities is a primary responsibility for this position. The director works closely with all staff within the department as well as coordinating with the staff from other departments and schools to ensure compliance with the Individuals with Disabilities Act (IDEA). This is a Cabinet-level position that reports to the Assistant Superintendent of Schools.

ESSENTIAL DUTIES

- Supports implementation of best practices for inclusive education for students served by special education in kindergarten through post high school programming.
- Supports the implementation of culturally responsive teaching practices and anti-bias education.
- Collaborates closely with special programs' staff, district staff, community partners, and families for the purpose of strengthening the quality of special programs and to ensure that services are reflective of local needs.
- Evaluates district special education services and ensures special education is implemented in compliance with federal and state laws as well as board policies.
- Develops and leverages professional learning communities and provides professional learning development for the purpose of improving staff capacity to serve the diverse learning needs of students with disabilities.
- Assesses and identifies current and future special program needs and builds an articulated multi-year plan that guides personnel, programmatic, and support services needed to achieve the goals of the plan.
- Establishes and ensures compliance procedures are implemented for the identification, service coordination, and placement for eligible students in special education.
- Provide culturally appropriate, clear and effective communication to district staff, families, and other key stakeholder groups around special education.
- Based on current and projected needs, prepares and monitors the special programs' budgets, prepares grant applications, and solicits appropriate funds to maintain and build programs within established budgeted amounts.
- Collaborate with the district instruction and curriculum department to ensure curriculum and instruction provided for students with disabilities is based on consistent evidence-based practices in all schools across grade levels.
- Facilitates a variety of high stakes meetings that may involve a range of issues for the purpose of identifying collaborative and creative solutions based on group input.
- Provides expenditure control for requisitioning and ordering equipment and materials for the special education programs.
- Assists with the review and revision of board policies pertaining to special education programs and equity.
- Provides school administrators with technical assistance and help with implementing effective school-based special education programs.

- Supervises, evaluates, and directs the work of special education departmental personnel to include special education supervisors and coordinators.
- Monitors outcomes and progress data and submits state and district reports that relate to special education.
- Models non-discriminatory practices in all activities and actively participates in equity, diversity and inclusion training.

MINIMUM REQUIREMENTS

- A valid Oregon administrator’s license or ability to obtain one prior to start date.
- A Master’s Degree in Special Education preferred.
- Must possess extensive experience in the field of special education to include classroom experience and supervisory/administrative experience.

Anti-Discrimination Policy and Commitment to Diversity:

We believe that diversity is strength, and we are committed to maintaining an inclusive, multicultural network. We are an equal-opportunity employer and welcome all qualified applicants.

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. Frequent or prolonged sitting. Crouching. Possibly moderate to high noise level. Frequent and prolonged talking/listening in conversations/meetings. Requires accurate perceiving of sound. Requires handling and working with a variety of materials and objects. Work may occasionally involve lifting/carrying objects weighing 10-30 pounds. Possible exposure to bodily fluids due to student injury or illness. Possible exposure to bodily harm due to student behaviors.

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. This position is primarily performed indoors in school buildings with outdoor instruction and supervision. This position involves working in close proximity to groups of children and adults. Evening and/or extended work hours are required. This position requires traveling to multiple work sites.

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 (or the position itself) at any time it deems advisable.

Employee Statement: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions I will inform the District prior to actually beginning work. I have read and understand this job description.

I have read and understand this job description.

Signature: _____ **Date:** _____