

**Job Title:** Director of Student Services  
**Work Days:** 260  
**Effective Date:** July 1, 2020

**Work Site:** Student Support Building  
**Reports To:** Superintendent  
**FLSA Status:** Exempt

### **EMPLOYEE VALUE PROPOSITION**

Jefferson County School District is committed to seeing every student realize their full potential while receiving a top-tier education. Our small Central Oregon community is rich in culture and beauty, providing some of the greatest assets Oregon has to offer. You'll find breathtaking views, an abundance of outdoor activities and plenty of unique and enriching community events. It's the perfect place to make an impact on the world, one student at a time.

### **POSITION SUMMARY**

The Director is responsible for student service programs for the District, which includes; educational resource and life skills classrooms, transition centers for young adults, behavioral program (Inspire), talented and gifted, counseling and nursing services, and homeless and foster youth services. The Director will collaborate with the District's administrative teams, teachers, specialists and educational assistants to ensure high quality services in assigned program areas.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provide leadership and oversight for compliance, reporting and budget management both at the federal and state levels for programs under IDEA, McKinney Vento & Foster Students (Title 10).
2. Provide leadership and oversight of the district's behavior management programming, including but not limited to the development and support of specialized classrooms.
3. Provide administration and supervision of the transition from Early Childhood Special Education to School-Age Special Education.
4. Serve as district representative in the individual education (IEP) planning process including, providing technical assistance to general education and special education staff, dispute resolution, mediation and due process hearings.
5. Provide leadership and oversight of the district's Nursing Services programming.
6. Serve as a liaison to the Jefferson County ESD special services director to ensure services are provided under the established local service plan (LSP). Cooperate with ESD representatives to make adjustments to LSP as needed.
7. Responsible for Systems Performance Review & Improvement (SPR&I) process monitored by Oregon Department of Education.
8. Supervise and evaluate designated specialists in the department and provide support to building leadership as needed with professional growth and evaluation of special education staff.
9. Ensure that the planning and implementation of programs and curriculum materials associated with and approved for Special Services programs are available and up to date with current best practices.
10. Oversee the writing of grants to support special services programs as needed.
11. Provide training for Special Services staff in collaboration with district teaching and learning support staff that includes professional learning communities and current best practices in curriculum, instruction and assessment and with a focus on equity.

12. Support staff in implementation of professional learning communities with a focus on response to intervention including tiered interventions for students.
13. Serve as a District representative for interagency and community resource collaboration.
14. Collaborate with the Districts' administrative teams, teachers, and specialists in order to provide high quality special education services to students identified.
15. Serve as a member of the Superintendent's Executive team.
16. Assists as directed with hiring, onboarding and professional growth and evaluation of assigned licensed and classified staff to ensure the highest levels of teaching and learning in the school.
17. Performs other necessary duties as assigned by the supervisor as needs shift and evolve.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

## **MINIMUM QUALIFICATIONS**

- Must possess a Masters Degree from an accredited college or university.
- Oregon Administrative License issued by TSPC or ability to obtain prior to start.
- At least five (5) years licensed or professional educator experience.
- At least two (2) years of administrative experience.
- Leadership experience in the special education arena.

## **PREFERRED QUALIFICATIONS**

- Bilingual Spanish
- School Principal experience

## **SPECIFIC JOB ABILITY**

1. Strong decision-making, analytical and organizational skills.
2. Advanced skill in dealing with students, staff and families with diverse needs in complex and high stress situations.
3. Ability to promote and follow Board and Administrative policies, and state and federal regulations.
4. Excellent interpersonal relations skills.
5. Ability to effectively present information and respond to questions from families, administrators, community stakeholders, etc.
6. Able to communicate well, with a wide-range of constituents, in writing and verbally.
7. Ability to establish and maintain effective relationships with students, school personnel, families, vendors, peers and other stakeholders.
8. Ability to use tact, patience and courtesy when dealing with others.
9. Ability to effectively utilize Google Suite Applications.
10. Ability to earn a valid CPR/First Aid card.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees assigned to the student services department. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include

interviewing, hiring and developing employees; assigning and directing work; appraising performance; disciplining employees; and addressing concerns and resolving complex problems.

### **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; and use hand dexterity for computer work and keyboarding skills at a minimum of 45 words per minute, handle or feel and reach with hands and arms. The employee is frequently required to stand for extended periods of time. The employee must lift and/or move up to 30 pounds and occasionally up to 50 pounds on occasion. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

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

### **JOB CONDITIONS**

The Director will work beyond an eight-hour day and a five-day week to take care of daily work, attend meetings, conferences and district/school activities. This position requires excellent communication, problem-solving and small-group process skills. A substantial portion of the work will involve conflict management and sensitive situations with staff, families, and stakeholders. Confidentiality is crucial. Workloads are heavy and timelines can be unreasonably short. Requests and issues are often received which require immediate attention and conflict with other priorities.

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.

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: Human Resources

Prepared Date: June 2020

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: \_\_\_\_\_