

GRESHAM-BARLOW SD 10J

2019-2020 Administrative - Executive Director of Student Support Services (SSS) (3701)

JOB POSTING

Job Details

Title 2019-2020 Administrative - Executive Director of Student Support Services (SSS)
Posting ID 3701
Description Job Posting Date: July 30, 2019

**Gresham-Barlow School District
Administrative Office - Executive Director of Student Support Services
Interim Position for 2019-2020
1.0 FTE**

**Requirements: Current Oregon State Administrative License
and CPR/First Aid Card**

Projected Start Date: August 12, 2019

**Compensation: \$125,682-\$130,759
Application Deadline: Open until filled
Apply online at gbsdjobs.com**

JOB TITLE: Executive Director of Student Support Services

Job Summary: The purpose of the "Executive Director of Student Support Services" is to provide central level direction for implementation, monitoring and program evaluation of procedural and substantive rights of children with disabilities guaranteed by state and federal law

Essential Job Functions:

Program Oversight

- Serves as an advisor on Special Education and Section 504 issues
- Supervises the Special Education department to ensure the recruitment, selection, evaluation and training of staff, both licensed and classified, in cooperation with the administrators and staff of the schools
- Implements Special Education services to students by developing, monitoring and evaluating programs
- Oversight of district programs: School Health Services, and Early Childhood Evaluation

District Leadership

- Aligns Special Education department programs with the District's mission and vision
- Serves as a member of the Superintendent's cabinet and the Instructional Team

Legal Responsibilities

- Works with school staff to resolve conflicts with parents of Special Education students
- Facilitates the Special Education and Americans with Disabilities programs by representing the district in administrative hearings, complaints, due process proceedings, injunctions, and court proceedings
- Assists in implementation of programs by monitoring legal interpretations that impact the district's Special Education policies

Inter-Agency Work

- Contributes to program effectiveness by implementing, monitoring, maintaining and evaluating inter-agency agreements with US Department of Education, Office of Civil Rights, Oregon Department of Education, Oregon Department of Human Resources, Multnomah County and Multnomah Education Service District

Professional Development

- Contributes to program effectiveness by providing on-going staff development to Student Support Services staff
- Ensures planning for, and facilitation of, all job-alike meetings within the department

Budget

- Prepares, monitors and works with the Superintendent to adjust the department's budget throughout the annual budget period
- Contributes to fiscal responsibility by authorizing, implementing, monitoring and evaluating revenue from federal, state, county and district resources
- Helps in the supervision and implementation of all state and federal grants which are linked to Special Education
- Other duties as assigned

Essential Job Requirements-Qualifications:

- Experience Required: Prior job related experience with increasing levels of responsibilities in school setting
- Skills, Knowledge and/or Abilities Required: Skills to manage personnel and programs, communicate effectively and problem solve. Knowledge of curriculum, education code, and district policies. Abilities to sit for prolonged periods, provide direction to others and make independent judgments, recall and maintain records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, and communicate in oral and written form. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation
- Licenses, Certifications, Bonding, and/or Testing Required: Valid Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance

Applicants with culturally diverse backgrounds are strongly encouraged to apply.

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any educational programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

AN EQUAL OPPORTUNITY EMPLOYER

Temporary

Per Year

Student Support Services

Shift Type

Salary Range

Location

Applications Accepted

Start Date

07/30/2019