

Lowell SD 71

Director of Student/Family Services and Special Education (2205)

JOB POSTING

Job Details

Posting ID

2205

Title

Director of Student/Family Services and Special Education

Description

Lowell School District

Position Opening

Director of Student/Family Services and Special Education

STARTING DATE

July 1, 2023

WORK YEAR

225-Day

BASE SALARY

\$103,500 (DOE)

Medical/Dental

APPLICATION DEADLINE

Open until filled

THE POSITION

The Director of Student/Family Services and Special Education is responsible for overseeing staff and programs related to Student/Family Services and Special Education and ensure continuity of service, training, and law.

POSITION SUMMARY

The Lowell School District is a progressive, student-centered, district with goals to improve opportunities for all students. We believe that we can provide a private school education in a small school setting. Our goal is to ensure all students are provided a high level education. Staff in our district enjoy small class sizes, excellent professional development opportunities, a collegial environment, and a supportive community. The Student Services and Special Education Director is responsible to the Superintendent and serves as the director for all student/family services programs including but not limited to Family Resource Cooperative, 504s, and Title III as well as special education programs in the district, including charter schools. This person will enjoy a collaborative environment with administration and staff.

MAJOR DUTIES AND RESPONSIBILITIES

1. Ensures an appropriate public education for all children who are eligible for special education by coordinating the establishment of short-term and long-range plans and the implementation of appropriate education programs
2. Oversees compliance with applicable federal and state statutes by interpreting and applying their requirements to special education students
3. Supports the design and maintenance of all necessary aspects of the special education process including, Child Find, Referral, Evaluation, Eligibility, Individual Education Plans, and Placement
4. Coaches and provides technical support to building administrators and teachers with respect to discipline, special education policy, student safety, student placement, and communications with parents
5. Monitors IEP process in assigned buildings to assure compliance with federal, state, and District rules. Provides technical assistance and training when

needed

6. Designs and implements professional development for special education staff, and for general education staff as needed
7. Coordinates and monitors the Special Education student information System and tracking forms
8. Assures confidentiality of the Special Education Records Department
9. Directs Charter School services as it relates to Special Education.
10. Organizes and responds to State Systems Performance Review and special education state reporting
11. Coordinates EI/ECSE evaluations, transition, transportation and related services.
12. Manages and maintains legal compliance with appropriate budgets and collaborates with Business Services personnel regarding funding and expenditure issues
13. Collaborates with District school principals and school special education teachers for the purpose of implementing and maintaining services and/or programs
14. Coordinates appropriate staffing levels for school special education programs for the purpose of providing services with fiscal efficiency
15. Directs special education personnel, for the purpose of delivering services which conform to established guidelines
16. Evaluates district and school special education programs and monitors the implementation of special education and compliance with regulations in each location, for the purpose of carrying out and achieving objectives within area of responsibility
17. Prepares documentation and reports data to the Oregon Department of Education for the purpose of conveying information and complying with Federal and State regulations
18. Serves as the District Representative for IEP meetings across the district
19. Coordinates with outside agencies to provide services to students and staff, for the purpose of offering appropriate services
20. Assures coordination and provision of transportation, as needed, for special education students
21. Coordinates interagency agreements
22. Collaborates on district Board Policy for special education as is needed or required, for the purpose of assuring program consistency and compliance with state and federal rules in all locations
23. Maintains a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities, for the purpose of managing an excellent special education program.
24. Directs, coordinates, and facilitates the development and implementation of action plans intended to accomplish specific goals and objectives related to Title III, Talented and Gifted Program (TAG), Section 504 of the Rehabilitation Act, Assessment, and overall compliance requirements.
25. Collaborates with District personnel and peers in other districts for the purpose of implementing and maintaining services and/or programs.
26. Performs other related duties as assigned by the superintendent.

MINIMUM QUALIFICATIONS

The Applicant Must Have:

1. Valid Oregon Administrator's License or is currently in an Administrator's Licensure program with completion by their start date.
2. Valid Oregon Teaching License.
3. Valid Oregon Driver's License.
4. Master's degree from an accredited College or University.
5. Three (3) years SPED teaching and (1) year of administrative related duties.

6. Maintains and keeps valid all certification, training and licensure.
7. Knowledge and application of curriculum and instruction, instructional materials and methods, evaluation procedures, clinical teaching and supervision, resource management, and laws relating to site level management. In-depth knowledge of the Oregon Education Objectives at the secondary level.

Ability To:

1. Coordinate, supervise and provide educational and administrative assistance, support, and leadership to the site staff.
2. Evaluate programs.
3. Work effectively with a wide variety of organizations and with people of all socio-economic and cultural backgrounds.
4. Maintain a good working relationship with principals, district staff, community, and partners.
5. Communicate effectively in oral and written form and fluent in oral and written English communication.

Apply online at: <https://lowell.tedk12.com/hire/Index.aspx>

TO APPLY AND BE CONSIDERED, APPLICANT MUST SUPPLY ALL OF THE FOLLOWING:

- Letter of interest stating your qualities and reasons for seeking this position
- Application
- Current resume
- Copy of Oregon Teaching license and Administrative License or transcripts showing completion prior to the start date
- Three current letters of reference

If you have questions, please contact Michelle Stephens at 541.937.5095 or email at Stephens@lowell.k12.or.us

The Lowell School district complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability.

The Lowell School District's policy is to provide veterans and disabled veterans with preference as required by law. Applicants requesting veteran's preference must provide certification of eligibility for preference in addition to other requested materials.

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| <i>Shift Type</i> | Full-Time | <i>Salary Range</i> | \$103,500.00 |
| <i>Salary Code</i> | Per Year | <i>Job Category</i> | District Administrative |
| <i>External Job Application</i> | High School Principal | <i>Internal Job Application</i> | High School Principal |
| <i>Location</i> | District Wide | <i>Posting Status</i> | Inactive |
| <i>Minimum Qualifications Screening</i> | | | |

Job Application Timeframes

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|----------------------------|-------------------|---------------------------|-------------------|
| <i>Internal Start Date</i> | 05/04/2023 | <i>General Start Date</i> | 05/04/2023 |
| <i>Internal End Date</i> | 05/30/2023 | <i>General End Date</i> | 05/30/2023 |

Job Pools

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|------------------|-----------------|-----------------------|--------------------------|
| <i>Pool Name</i> | <i>Quantity</i> | <i>Requisition ID</i> | <i>Requisition Title</i> |
| Default | 1 | | |

Alternate Job Contact

Name
Location
Email

Title
Phone

References

Automatically Send **Yes**
Reference Check

Reference Check
Form

Certified Survey