

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Essential duties of this position include, but are not limited to, the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Lead the planning, development and implementation of District educational support programs by working cooperatively with school leadership;
- Monitor and evaluate special education services, Section 504, ELD, TAG and other student services support programs, establishing criteria, goals, and procedures to be used to ensure the delivery of appropriate specialized learning opportunities are consistently provided whenever needed;
- Communicate effectively, verbally and in writing, with a variety of stakeholders holding differing perspectives;
- Build positive, cooperative relationships with and among special programs teachers, general education teachers, and other school leaders, including administrators;
- Respond to issues and concerns of staff, students and parents. Work with case managers, school principals, and other necessary staff to resolve issues and concerns;
- Participate in District-wide decision-making activities and work directly with the Superintendent to identify issues and practices that affect the future of our students and district;
- Interpret and enforce District policy as it relates to schools and student support programs and services;
- Manage the development, preparation and submission of reports required by law or requested by federal, state and local governmental bodies;
- Prepare reports and recommendations for the Superintendent and the School Board;
- Collaboratively plan professional development for staff;
- Manage fiscal resources from the general fund and federal resources, prepare budgets and direct spending, and monitor maintenance of effort for the purpose of fiscal efficiency in providing required services;
- Facilitate inclusive practices for all students;
- Recruit, hire, supervise and evaluate district-level staff including speech pathologists and assistants and other special programs staff whose assignments require their attention across two or more school sites;
- Coordinate with outside agencies to provide services to students and staff;
- Demonstrate leadership and capability in addressing complex and emotional issues;
- Research, analyze and evaluate new service delivery methods and techniques;
- Cultivate and model a respectful working and learning environment;
- Assess and monitor work load, administrative and support systems; identify opportunities for improvement; direct and implement changes; and
- Other duties as assigned.

**MARGINAL DUTIES AND RESPONSIBILITIES:** *Marginal duties of this position include, but are not limited to, the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Attend in-service
- Attend staff meetings
- Attend Board meetings and provides reports to the School Board
- Report issues to authorities, as necessary.

**SUPERVISORY RESPONSIBILITIES:**

Supervises and directs the work for Special Education department, including Section 504, and ELD. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

**QUALIFICATIONS:**

- Valid Oregon Administrative Certificate
- Master's Degree with academic training in Special Education
- Demonstrated history of increasing responsibility in leadership positions
- Successful experience in dealing with professional staff and families
- A minimum requirement of five years of experience in public education, including both classroom teaching **and** special program experience
- A *preferred* minimum of five years of experience with special education, Section 504, and/or other special programs.

- Extensive knowledge of federal and state special programs laws, ethics, and practices
- In-depth knowledge of theory and current and emerging trends in educating students in special programs
- Experience in building inclusive classrooms
- Ability to effectively work and communicate with students, families, and school personnel from diverse perspectives, cultures, or backgrounds
- Maintain integrity of confidential information relating to students, staff, or district partners

**DISTRICT RESPONSIBILITIES:**

- Cooperate and support the district administration by encouraging staff participation in district-wide projects, and advising the District of school activities and other items of significance.
- Serve as a collaborative and contributing member of the district leadership team.
- Perform other responsibilities as assigned by the superintendent.

**Contract:** 230-day yearly contract, beginning July 1, 2024. Salary Range: \$104,000 - \$125,000, depending on experience.

**Application Process:**

- Complete Administrative Application through TalentEd (<https://www.philomathsd.net/employment>)

Applications will be accepted until May 12, 2024

**Application Questions:** District Office (541) 929-3169

**EQUAL OPPORTUNITY EMPLOYER**

Qualified applicants receive consideration for employment without discrimination because of sex, marital status, race, color, creed, national origin or the presence of a non-job related handicap. Reasonable accommodations for the application and interview process will be provided upon request and as required by the Americans with Disabilities Act of 1990. Disabled persons may contact the Superintendent at (541) 929-3169 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Relay at 1-800-735-2900.