



Position Title: Assistant Director of Student Services

JOB DESCRIPTION

Department: Student Services

Reports To: Director of Student Services

Date Reviewed: 4/9/25

SUMMARY:

Under the direction of the Director of Student Services, the Assistant Director will assume responsibility for the planning, development, coordination and management of the district's on-site student services programs and staff; provide leadership to ensure that district student services staff are supported and developing professionally; assist in ensuring compliance with special education regulations (State and Federal) and supervise certified and/or classified staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and maintain special education programs and related services that are consistent with the district's mission, vision and values.
- Support and implement district continuous improvement/improvement science initiatives and report results.
- Monitor the district's special education services to assure compliance with special education laws and regulations, and to work within the framework of district policy.
- Implement a collaborative, problem-solving approach when addressing school concerns.
- Attend IEP meetings in the role of District Representative, as needed, apprising the Director of Student Services of situations as needed.
- Collaborate with the Director of Student Services, Building Administrators and Human Resources in the recruitment, selection and placement of special education staff including Paraprofessionals.
- Assist special education staff in developing and implementing instructional techniques including appropriate strategies, interventions, collaboration, accommodations and modifications to curriculum.
- Provide the coordination, consultation and professional development to student services and general education staff.
- Complete annual evaluations of district staff as assigned, including goal setting, observations and final evaluations.
- Collaborate with the Director of Student Services on complicated situations that may require consultation with legal representation.
- Establish program service delivery standards, procedures and safeguards that are consistent with state and federal programming standards.
- Assume responsibility for one's own professional growth and development and awareness of current state, federal legal requirements.
- Responsible for any other duties as may be assigned by the Director of Student Services.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

A minimum of a master's degree in education with a graduate major in special education-related services. Supervisory experience which demonstrates possession of the knowledge and abilities necessary to perform the duties of the position.

CERTIFICATES, LICENSES, REGISTRATIONS:

Hold a valid Oregon Professional Administrator's license or be able to attain within three years.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Must be able to transport between school buildings, districts and cities. Must have strong interpersonal skills, focusing on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas and contributing to building a positive team approach. Ability to apply knowledge of current research and theory in this specific field. Demonstrated leadership ability and general knowledge of issues and problems in all disability areas of special education. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 frequently required to sit and occasionally walk or stand. The employee is occasionally required to talk and hear. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for the safety, well-being, and work output of others.

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.*

The noise level in the work environment is usually quiet. The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings, moderate.

EVALUATION: Job performance is evaluated in accordance to district guidelines by the district and in accordance with the provisions of the District's Board Policy, and State Law. In the event the services of the Assistant Director of Student Services are deemed unsatisfactory, they shall be notified in writing and given an opportunity to correct the conditions, if the conditions are not corrected, they shall be given notice in writing at least three months before the expiration of the annual contract that their services will not be retained. The annual period of service for the Assistant Director of Student Services shall be twelve months.

Information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

Salary is commensurate with the Administrative Salary Schedule as established by the Board of Directors. The Student Services Assistant Director shall be a member of the Administrative and Management employee group; benefits and work year are in accordance with the MOU for Administrative and Management Employees, currently 210 days. By my signature below, I acknowledge that I have read, understood and accept the terms and conditions of the position of Student Services Assistant Director.

Print & Sign

Date