



SCHOOL DISTRICT

Preparing children for an ever changing world

504 N. Third Ave. / PO Box 28
Rockaway Beach, OR 97136

Phone: 503-355-2222

Fax: 503-355-3434

www.nknsd.org

June 30, 2025

POSITION: 25-26 Director of Special Education & Student Services

LOCATION: Neah-Kah-Nie District Office

DURATION: Full-time, 220 days per year with 8 paid holidays

TO APPLY AND/OR QUESTIONS CONTACT:

Karen Wheeler, Administrative Assistant/HR Coordinator
Neah-Kah-Nie School District
PO Box 28/504 N. Third Avenue
Rockaway Beach, OR 97136
Phone: 503-355-3506

SALARY RANGE: \$90,000 to \$125,000

APPLICATION TIMELINE: Open Until Filled

APPLICATION REQUIREMENTS: Submit application to [SpringSchool](#) Apply to position #574. Only complete applications will be considered. A complete application must consist of the following: Spring School application, cover letter, three letters of recommendation, transcripts and teaching license.

QUALIFICATIONS:

1. Administrative license highly desirable but not required. If applicant does not hold an administrative license, they must be willing to enter an administrator education program
2. Possess a master's degree in special education
3. Minimum of four successful years as a teacher in special education
4. Such alternatives to the above qualifications as the Board and Superintendent may find appropriate and acceptable
5. Must hold (or be eligible for) the proper Oregon certification.
6. Must be able to pass Oregon Department of Education Criminal History Background check and pre-employment drug screen.

BENEFITS:

Medical, Dental and Vision Insurance (see insurance cap information in the table below), Retirement Plan, three personal leave days per year, one day of sick leave earned each month, family sick leave, eight paid holidays, life insurance, HRA VEBA for any amount of unused insurance cap dollars. Other employee benefits outlined in the Licensed Bargained Agreement can be found by clicking [here](#).

2025/2026 Maximum Insurance Contributions

Full family	\$2501.00	Employee/Spouse	\$1758.00
Employee/child	1543.00	Employee Only	\$804.00

For additional district information and to apply visit our website at: www.nknsd.org

Neah-Kah-Nie School District is an equal opportunity educator and employer. The district does not discriminate in employment, treatment in, admissions to, or access to its programs, activities, and services on the basis of race, color, age, sex, national origin, handicap, or otherwise as proscribed by applicable state and federal laws and regulations.

The District, in support of employment practices free of barriers to disabled persons and in compliance with the Americans with Disabilities Act of 1990, provides reasonable accommodations necessary upon request and appropriate notice. For further information or assistance, contact the District Administration Office at (503) 355-2222. Speech/hearing impaired persons may reach the District through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900.

VACANCY ANNOUNCEMENT

NEAH-KAH-NIE SCHOOL DISTRICT

Job Description

TITLE: Director of Special Education & Student Services

REPORTS TO: Superintendent

EVALUATED BY: Superintendent

SUPERVISES: Personnel and Programs assigned to special education; Federal Programs, Talented and Gifted Programs, English Language Learner Programs, Counseling Services.

JOB GOAL: To provide high quality programs and options for students who require substantially differentiated or modified instruction. To support regular and specialized program staff in helping all children receive meaningful educational benefit from both regular education and special programs.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Administrative license highly desirable but not required. If employee does not hold an administrative license, he/she must be willing to enter an administrator education program
2. Possess a master's degree in special education
3. Minimum of 4 successful years as a teacher in special education
4. Such alternatives to the above qualifications as the Board and Superintendent may find appropriate and acceptable.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may also be assigned.

1. Contribute to the development of the district philosophy of education.
2. Assist in the adaptation of school policies to support specialized education needs.
3. Recommend policies and programs essential to the needs of all children
4. Keep informed of legal requirements governing special education, Federal Programs, Talented and Gifted, and English Language Learners.
5. Provide leadership in establishing new programs and developing improved understanding of existing programs.
6. Develop and initiate programs for continuous identification of students who meet program eligibility criteria or who need additional educational support.
7. May supervise and coordinate supported education classroom programs.
8. Assist in evaluating existing programs as an ongoing responsibility, and recommends changes and additions as needed.
9. Establish procedures for placement evaluation, assignment, and re-appraisal of students with regard to special services programs.
10. Develop procedures for referrals, securing medical reports, psychological examinations, and placements.
11. Supervise and coordinate home instruction for homebound or hospitalized students.
12. Contribute to goal setting and evaluation of special services personnel.
13. Arrange for needed outside/purchased services (e.g. evaluations, occupational/physical therapy, child find activities, behavior consultations).
14. Assist in recruitment, selection, and recommendation for hiring of any special services personnel.
15. Assume responsibility for compiling, maintaining, and filing all applications, reports, records, and other documents legally required or administratively useful.
16. Monitor the development and maintenance of records of all children receiving special services.
17. Supervise preparation of attendance reports and similar data necessary to reimbursement of funds, collecting of tuition for out-of-district students, and similar fiscal matters.
18. Arrange for transportation of all children placed in special classes.

19. Develop budget recommendations and provide expenditure controls on established budgets for special services programs.
20. Keep informed of the state of special services programs for supported education.
21. Interpret the objectives and programs of special services to the Board, the administration, the staff, and the public at large.
22. Maintain a permanent inventory of equipment purchased for supported education at buildings.
23. Assist in the evaluation, on an ongoing basis, the total special services program, curriculum and procedures.
24. Establish effective liaison with the various offices and agencies within the community that may provide specialized or professional help to students and their parents, and services as the referral agent to those offices and agencies.
25. Consult with parents of students enrolled in supported education programs.
26. Assume responsibility for own professional growth and development; for keeping current with the literature, new research findings, and improved techniques; and for attending appropriate professional meetings and conventions.
27. Perform such other tasks and assumes such other responsibilities as may from time to time be assigned by the superintendent.
28. Assist in providing professional development of special services staff - providing/facilitating.
29. Provide leadership and supervision for school counselors and coordinate the development, implementation, and evaluation of the district's Social Emotional Learning (SEL) curriculum to ensure alignment with student wellness goals and educational best practices.

ADDITIONAL CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Must possess and maintain a valid First Aid/CPR card if required
2. Must pass a pre-employment drug screen

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. (See addendum)

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

TERMS OF EMPLOYMENT: Salary and work year to be established by the board.

EVALUATION: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Boards policy on evaluation of administrative personnel.

I have read and understand the responsibilities and qualifications of this position description.

Employee Signature

Date