
JOB TITLE: ASSOCIATE DIRECTOR OF STUDENT SERVICES
REPORTS TO: DIRECTOR OF STUDENT SERVICES

WORK YEAR: 260 days

JOB SUMMARY:

The Associate Director of Student Services assists the Director of Student Services to manage the district's student services departments, which include educational resource classrooms, self-contained special education classrooms, a transition program for young adults, psychological and assessment services, mental health and behavioral resource services, nursing services, and Section 504 Plans. The Associate Director will collaborate with the District's administrative team, teachers, specialists, families, and community members in order to provide high-quality services to students. This position also serves as a member of the District's Teaching and Learning Leadership Team, contributing to the implementation of instructional initiatives and supporting continuous improvement efforts across the system.

LEADERSHIP QUALITIES:

1. Ability to assist in managing the district's student services programs and to serve as an instructional leader, pursuing the goals of the District's strategic plan
2. Ability and commitment to build strong relationships at the district office and in the schools
3. Ability to facilitate collaboration among diverse teams and stakeholders to align efforts, solve problems, and support student success
4. Ability to engage others in creating a vision and designing and implementing processes to enact the vision
5. A willingness to serve and do what is necessary to support success at the school level
6. Ability to design, deliver, and support high-quality professional development that builds staff capacity and improves outcomes for students
7. A commitment to the pursuit of excellence: demonstrates a willingness to speak honestly, listen openly, and lead purposefully as a district leader and supervisor
8. A commitment to providing innovation and leadership towards reaching extraordinary results in a growing school district
9. Ability to serve as an active and committed change agent, striving for exceptional results in staff and student performance
10. Personal and professional honesty and integrity with strong ethical and moral standards
11. Visible in the schools and active in the Sherwood community as well as the region's larger educational community
12. Innovative and creative problem-solving abilities, engaging others in decision-making, and willing to assume responsibility for decisions
13. A strong work ethic

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Assist in implementing departmental objectives, standards and policies; measure performance against objectives to update plans
2. Assist in monitoring the special education staffing plans to assure attainment of objectives; make or recommend changes as appropriate
3. Act as an instructional leader in the areas of special education. Demonstrate knowledge of and ability to use research-based principles of effective instruction
4. Coordinate activities with other District departments and staff
5. Meet with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished
6. Assist the Director in planning, writing and implementing grant proposals
7. Develop and maintain a strong knowledge base in special education law, due process, programs, services, best practices, and other related areas
8. Assist the Director in developing budgets and staffing projections
9. Assist in developing, implementing and monitoring procedures to ensure compliance with federal, state and local regulations
10. Assist the Director with preparing federal and state reports
11. Develop, coordinate, and provide on-going professional development activities related to student services.
12. Develop, implement and/or obtain resources, services, and/or special programs for students with disabilities as identified in the Individual Education Program (IEP)
13. Assist in oversight of Section 504 Plans, Health Management Plans and Nursing Services.
14. Supervise and evaluate assigned staff
15. Provide leadership and assistance to schools with programming for students, curriculum implementation, material selection, and observation of students
16. Assist the Human Resources Department with special education staff by assuring equal employment opportunity in the hiring, promotion or transfer of department personnel in all job categories
17. Assist administrators with problem identification and solution, mediate disputes and develop written reports as appropriate
18. Perform other tasks as assigned by the Director of Student Services

MINIMUM QUALIFICATIONS:

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.

1. Recent successful experience in public education; district or school administrative experience preferred
2. Masters degree in educational administration, education leadership, or in education with an emphasis in Special Education
3. Valid Oregon administrative license, or ability to obtain Oregon administrative license
4. Successful experience working with students with special needs
5. Knowledge of state and federal laws pertaining to special education and other federal programs
6. Working knowledge of current theory, research, and effective practices in the areas of instruction, staff development, student assessment, program evaluation, and school improvement
7. Demonstrated ability to write articulately and communicate clearly, to compose and produce clear, coherent professional documents, and to deliver concise, succinct, professional presentations to various stakeholder groups
8. Demonstrated ability to communicate clearly and coherently both orally and in writing, to compose professional, understandable documents, and to deliver concise professional presentations to various stakeholder groups
9. Demonstrated ability to facilitate groups in meetings and workshop settings
10. Demonstrated ability to solve problems and make decisions

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the School Board's policy on evaluation of administrative personnel.

PHYSICAL REQUIREMENTS:

Ability to perform the requirements of this job description and the assigned duties with or without reasonable accommodation. Within a typical workday, the employee may be required to perform any combination of the following:

1. In an eight-hour day, the employee may:
 - a. Stand/walk 1-2 hours
 - b. Sit 4-8 hours
 - c. Use voice 7-8 hours
 - d. Utilize computer 2-8 hours
2. The employee may on a daily basis:
 - a. Bend, kneel, squat, reach
 - b. Climb stairs
 - c. Use hands for repetitive motions, including single grasping, fine manipulation, and pushing/pulling a maximum of 20 pounds
 - d. Drive between District facilities for meetings
3. The employee may occasionally:

- a. Lift items weighing up to 40 lbs.

WORKING CONDITIONS:

The employee works with groups of staff and on a one-on-one basis. The working conditions are that of a typical office atmosphere and/or school building. Frequent/daily travel between District buildings is required; occasional travel to area Districts or ESDs for meetings and conferences should be anticipated.

The District complies with the Americans with Disabilities Act by providing reasonable accommodations, as necessary, to allow disabled applicants and employees to perform the essential functions of this job.

AN EQUAL OPPORTUNITY EMPLOYER

SHERWOOD SCHOOL DISTRICT IS A FAIR SHARE DISTRICT:

Sherwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status, age, or genetic information. Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Disabled persons may contact Human Resources at (503) 825-5000 for additional information or assistance. Speech/Hearing impaired persons may contact the District for assistance through the Oregon Relay at (800) 735-2900.

OTHER:

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Associate Director of Student Services: I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

Supervisor Signature: _____ Date: _____

Supervisor Printed Name: _____