

JOB TITLE: DIRECTOR OF STUDENT SERVICES
REPORTS TO: ASSISTANT SUPERINTENDENT

WORK YEAR: 260 days

JOB SUMMARY:

To direct and supervise Special Education, English Language Development, mental health, nursing, and related programs, and other consolidated grant programs.

LEADERSHIP QUALITIES:

1. Ability to manage 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 engage others in creating a vision and designing and implementing processes to enact the vision
4. Willingness and ability to help advance equity work in the midst of changing demographics
5. A willingness to serve and do what is necessary to support success at the school level
6. A commitment to the pursuit of excellence: demonstrates a willingness to speak honestly, listen openly, and lead purposefully as a district leader and supervisor
7. A commitment to providing innovation and leadership towards reaching extraordinary results in a growing school district
8. Ability to serve as an engaging change agent striving for exceptional results in staff and student performance
9. Personal and professional honesty and integrity with strong ethical and moral standards
10. Visible in the schools and active in the Sherwood community as well as the region's larger educational community
11. Innovative and creative problem-solving abilities, engaging others in decision-making, and willing to assume responsibility for decisions
12. 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. Coordinates, directs, and monitors all activities required for possible placement of students in programs for students with special needs.

2. Provides and/or arranges for workshop and in-service programs necessary to increase professional awareness and knowledge of educational issues in areas of special education and related services.
3. Responsible for implementing and monitoring procedures for continuous evaluation of the children based on measurement of academic and/or behavioral changes.
4. Responsible for the selection of instructional materials and equipment needed in implementing programs and activities.
5. Responsible for information dissemination to school district personnel, parents, and interested community organizations.
6. Communicates with the building administrators the various areas of program administration, which would include budget preparation applications for special funding, fiscal program report, and teacher applicant interviews.
7. Coordinates special services offered by agencies, institutions, and contractors/vendors outside of school district.
8. Supervises and evaluates Student Services certified and classified personnel.
9. Provides information to the Superintendent on activities of the Special Education, and other related programs.
10. Defines program needs and communicates them to the Superintendent.
11. Develops and supervises appropriate educational programs and related services to those students identified as needing special education or students with special needs.
12. Compiles and submits grant applications, prepares program budgets, and maintains effective budget monitoring procedures for all Student Services.
13. Maintains compliance with federal and state regulations and district policy pertaining to Special Education, and related programs referral, assessment, timeliness, and placement procedures, programs and services, including transportation needs.
14. Maintains accurate, complete, and correct reports as required by Federal and State law, district policy, and administrative regulations.
15. Works cooperatively with the school and district personnel in creating, implementing, and evaluating program design and procedures for students with special needs placed in Special Education, Title I, and related programs.
16. Communicates with parents and other school staff members to discuss the individual student's academic and behavioral progress when necessary.
17. Assists staff in identifying student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
18. Maintains professional competence through reading, participation in in-service education activities, workshops, seminars, conferences, and/or course work at institutions of higher learning.
19. Participates in faculty meetings, school related meetings, and other community groups as necessary or requested.
20. Participates with the Superintendent to mutually develop a system of professional improvement.
21. Responds in a cooperative and professional manner to supervision.
22. Establishes and maintains open lines of communication and a good working

relationship with building administrators and district staff, and cooperates to resolve problems in a professional manner so that the concerns of all parties are considered.

23. Participates in activities, which are related to school function and/or the educative process, which occur outside the regular school day.
24. Assumes and performs duties as assigned/requested and follows specified standards, policies, and procedures of the schools and district.
25. Makes provision for being available to students and parents regarding Special Education, Title I, and related programs outside the instructional day when required or requested to do so.
26. Reports to work and meetings on time, and works all assigned hours; maintains satisfactory attendance record; meets deadlines as assigned.
27. Collaborates when necessary with special education and other school staff to develop and implement Individualized Education Programs (IEPs).
28. Responsible to assure that staffings are planned and implemented as they relate to students with special needs.

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. Possess a valid Oregon Administrator License.
2. Minimum of five (5) years teaching or related experience in a public or private school.
3. Successful experience working with students with special needs.
4. Knowledge of State and Federal laws pertaining to special education and other federal programs.
5. Ability to perform the requirements of this job description and the assigned duties with or without reasonable accommodations.

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 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.

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: _____