

**Hood River County School District  
JOB DESCRIPTION**

**JOB TITLE: Director of Special Education (6/06)**

**Job Purpose Statement/s:** The job of "Director of Special Education" is done for the purposes of implementing and maintaining birth to age 21 Special Education programs and services in conformance to District, State and Federal objectives; providing written support and/or conveying information; serving as a resource to patrons, school personnel and the Board ; and maintaining adequate staffing to ensure objectives of programs and services are achieved within budget.

This is a Cabinet-level position that reports to the Superintendent of Schools.

**Essential Job Functions:**

- \* **Collaborates** with District school principals and school special education teachers for the purpose of implementing and maintaining services and/or programs. Sets staffing levels for school special education programs for the purpose of providing services with fiscal efficiency.
- \* **Directs** personnel, for the purpose of delivering services which conform to established guidelines.
- \* **Develops** proposals, new programs, budgets and grants for the purpose of meeting District goals.
- \* **Evaluates** District and school Special Education programs and monitors the implementation of special education and compliance with regulations in each location, for the purpose of carrying out and achieving objectives within area of responsibility;.
- \* **Facilitates** meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the district which achieve desired objectives.
- \* **Implements** assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
- \* **Manages** fiscal resources from the General Fund and special education grants, prepares budgets and directs spending, and monitors maintenance of effort, for the purpose of fiscal efficiency in providing required services.
- \* **Prepares** documentation and reports data to the Oregon Department of Education for the purpose of providing written support, conveying information, and complying with Federal and State regulations.
- \* **Communicates** information on programs, services, and regulations to school personnel, parents, the Board and other districts for the purpose of understanding of the programs.
- \* **Recruits, hires, supervises, and evaluates** District-level special education staff including speech pathologists and assistants, school psychologists, occupational therapists, physical therapists, and providers of Early Intervention and Early Childhood Special Education, for the purpose of carrying out objectives within areas of responsibility.
- \* **Serves** as the District Representative for IEP meetings when resources beyond school budgets may be considered for the purpose of efficiently managing fiscal resources while meeting special education regulations.
- \* **Serves** as the District liaison to Region 9 Educational Service District and the Oregon Department of Education for coordination of Special Education services; and manages special education complaints, for the purpose of providing required services.
- \* **Coordinates** with outside agencies to provide services to students and staff, for the purpose of offering appropriate services.
- \* **Directs** the Medicaid Administrative Claiming process and direct billing of Medicaid-eligible special education services provided by the district, for the purpose of gaining fiscal resources.
- \* **Supervises** the training of special education instructional assistants for the purpose of assuring well-trained personnel.
- \* **Writes** district Board Policy for special education as is needed or required, for the purpose of assuring program consistency and compliance with state and federal rules in all locations,

- \* **Maintains** a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities, for the purpose of managing an excellent special education program,

**Other Job Functions:**

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Advises** Superintendent regarding special education and other matters.

**Job Requirements - Qualifications:**

- \* **Experience Required:** Prefer prior teaching experience with increasing levels of administrative responsibility in Special Education curriculum.

- \* **Skills, Knowledge and/or Abilities Required:**

*Skills* to manage personnel and programs, communicate effectively, problem solve.

*Knowledge* of special education curriculum and programming, Oregon and Federal education law and regulation, district policies.

*Abilities* to sit for prolonged periods, provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations and other sounds, visual acuity/depth perception/visual accommodation.

- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, Oregon Administrator license.

Personnel supervised: 27 licensed and certified (not FTE) Budget responsibility: \$2.87 million

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:
 

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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- Employee may use feet for repetitive movement as in operating foot controls:
 

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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- Employee may need to:
 

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:
 

<input type="checkbox"/> Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/> Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/> Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

I, \_\_\_\_\_ have read and received a copy of my job description, and  
PRINT YOUR NAME HERE

understand that a copy of my job description will become part of my personnel file.

\_\_\_\_\_  
Employee Signature  
PEB/ggm

\_\_\_\_\_  
Date

Rev: 6/2006