

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION
Director of Special Program

IMMEDIATE SUPERVISOR Assistant Superintendent of School Improvement

GENERAL DUTIES

The Director of Special Programs will plan, develop, direct, monitor, and maintain the day-to-day operational and fiscal functions of assigned special education program. The position will provide guidance and leadership to directors, coordinators and in planning programs to meet a variety of special needs and review such plans to ensure conformance with State, Federal, and local regulations. The position works with school principals and Special Programs Administrators in the planning, implementing, and coordinating services with regular school programs and activities.

ESSENTIAL REQUIREMENTS

- A. Possess a valid Oregon Administrative Certificate
- B. A Master's Degree with academic training in Special Education
- C. Demonstrate a history of strong leadership and communication skills
- D. Demonstrate successful experience in dealing with professional staff and parents
- E. A minimum of five years experience in public education, part of which must have been in teaching and/or supervising in the field of Special Education
- F. A minimum of five years experience with Section 504 and IDEA based programs serving persons with disabilities
- G. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- H. Maintain integrity of confidential information relating to students, staff, or district patrons
- I. The ability to work harmoniously with others.

ESSENTIAL RESPONSIBILITIES

- A. Assure the development, maintenance, and supervision of a K-12 comprehensive, articulated student services program that provides for students with special needs
- B. Prepare and recommend capital and operating budgets for Special Programs and control department expenditures within operating budgets
- C. Coordinate student services activities with other District, Federal, State, and local agencies and community activities
- D. Prepare reports, proposals, and recommendations to obtain approval and/or external funding to support the District's needs for student services
- E. Assure efficient and effective performance by assigned staff within District Human Resource policies and procedures by assigning, supervising, and scheduling the work of assigned staff. Advise, assist, and train subordinates as necessary; participate in the selection of new employees and make

Director of Special Programs - 1026

- recommendations regarding the hiring, discipline, transfer, and termination of subordinate employees
- F. Respond to issues and problems of students and parents. Work with complainant, school principals, medical professionals and other necessary staff to resolve issues and problems
 - G. Complete special projects as assigned, assist administrators with problem identification and solution, mediate disputes, and develop written reports as appropriate
 - H. Evaluate Special Programs and prepare reports on program results jointly with planning and evaluation staff
 - I. Problem solve difficult highly emotional issues
 - J. Providing leadership in the resolution of complex problems and issues
 - K. Research, analyze and evaluate new service delivery methods and techniques
 - L. Assess and monitor work load, administrative and support systems; identify opportunities for improvement; direct and implement changes
 - M. Responsible for the selection, supervision, and evaluation of assigned staff; assign work and ensure appropriate training is provided
 - N. Supervise preparation of outside funding grant applications
 - O. Manage contracts with external agencies
 - P. Provide Special Programs Department and District representation on various committees and before special interest groups, citizen groups, and other public meetings
 - Q. Assist in the preparation of reports for the Superintendent and Board of Education and develop other documents as required for the Special Programs Department of the District
 - R. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					
Stationary Standing					
Walking (level surface)					
Walking (uneven surface)					
Crawling					
Crouching (bend at knees)					
Stooping (bend at waist)					
Twisting (knees/waist/neck)					
Turn/pivot					
Climbing (stairs)					
Climbing (ladder)					
Reaching overhead					
Reaching extension					
Repetitive use arms					
Repetitive use wrists					
Repetitive use hands grasping					
Repetitive use hands squeezing					
Fine manipulation					
Using foot control					
*Pushing/Pulling Maximum weight: 40 lbs.					
*Lifting/Carrying Maximum weight: 40 lbs.					

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. The employee will demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

Pay Grade:
Last Revised: May 2008