

Job Description

Job Title: Executive Director of Special Education
Department: Special Education
Reports To: Deputy Superintendent

JOB SUMMARY

The Executive Director of Special Education will provide leadership and vision for the Special Education Department and is responsible for the efficient, effective management of all aspects of the department including: planning, development, implementation, and evaluation of services. The position acts as the regional contact for 21 school districts within a three-county area.

Equity & Inclusion: This position requires an individual who demonstrates commitment to equitable practices in education and demonstrates an unwavering commitment to eliminating academic disparities among students that exist because of race, gender, ethnicity, disability, sexual orientation, or family income.

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.

The Executive Director should possess the following leadership skills and experiences:

- Builds collaborative working relationships with staff and partner school districts
- Understands and is committed to eliminating systemic cultural bias in the district
- Gives voice to the historically underserved and underrepresented populations served by the District
- Demonstrates strong decision-making with an ability to make tough decisions
- Attentive to staff morale, especially during times of extraordinary challenges
- Is personable and approachable with a high degree of integrity
- Establishes and maintains effective communications in an effort to keep school districts informed of the activities and needs of the program, and to attain a collaborative working relationship between the districts and Willamette Education Service District
- Maintains regular communication with school districts regarding the ESD and its services, local and regional issues, and state and national issues and resources
- Administers, coordinates, and supervises programs to assure compliance with local, state, and federal rules and regulations
- Keeps abreast of developments in general and special education instruction and provides leadership in determining the appropriateness for inclusion in special education programs
- Serves as a member of WESD's Cabinet and Leadership Team, working collaboratively as a team member with excellent interpersonal skills
- Supports the organizational goals established by the Superintendent
- Demonstrates strong supervision skills and competence in evaluating staff

- Assists in preparation of state and local reports on designated programs and/or grant writing
- Facilitates open lines of communication with districts and public organizations and provides prompt responses to requests for information about special education policies and programs
- Keeps informed on legal requirements governing special education
- Develops budget recommendations and provides expenditure control on established budget for designated programs
- Responsible for management of grant and grant-in-aid funding
- Collaborates with school administrators in planning, organizing and directing programs for students with special needs
- Provides professional development and instructional leadership to special educators in meeting the needs of students
- Collaborates with parents and family agencies
- 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
- Acts as a liaison to local governments and agencies with which the district has a common interest
- Accomplishes other related tasks as assigned by the Superintendent and Deputy Superintendent

Other

- Excellent oral and written communication skills
- Communicates effectively with diverse populations in a culturally relevant and responsive manner
- Demonstrates commitment to continuous professional learning
- Creative problem-solving skills
- Demonstrates ability to manage budgets and optimize resources
- Creates a positive work environment by:
 - Seeking to understand diverse points of view
 - Soliciting input from others
 - Commitment to transparency and open communication while navigating areas of constructive conflict and healthy tensions amongst the team
 - Responds effectively to crisis situations
 - Advocates for and models antiracism practices
- Acts conscientiously by:
 - Maintaining good attendance
 - Being punctual for all classes and meetings
 - Notifying appropriate staff and others of absences and schedule changes in a timely manner
 - Completes required paperwork in a specific time and manner
- Follows Willamette ESD procedures, especially as outlined in the Staff Handbook, and assists support staff to do the same
- Communicates clearly and effectively in a variety of situations, including difficult ones, with school staff, agency staff, students, district staff, and the public
- Maintains positive public relations; demonstrates effective written and verbal communication skills, and acts as a team player

- Complies with applicable District, state, local and federal laws, rules and regulations
- Creates a positive work environment by:
 - Seeking to understand diverse points of view
 - Soliciting input from others
 - Commitment to transparency and open communication while navigating areas of constructive conflict and healthy tensions amongst the team
 - Responding effectively to crisis situations
 - Advocates for and models antiracism practices

MARGINAL DUTIES AND RESPONSIBILITIES

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

- Maintains liaison role with component school districts, representatives of community agencies, professional organizations and the public
- Assists other ESD administrators and employees in the performance of some or all of the above responsibilities and principle accountabilities
- Attends in-service trainings, staff meetings and completes required paperwork in a timely manner

SUPERVISORY RESPONSIBILITIES

- Interviews, selects and supervises ESD staff as assigned. Plans and assigns work according to the nature of the job to be accomplished, the capabilities of subordinates and available resources. Monitors work through periodic reviews and/or evaluations. Determines subordinates' training needs and arranges for such training. Motivates subordinates to work effectively. Approves or disapproves recommendations from subordinate staff on personnel actions. Works with Human Resource Services to hear and resolve employee grievances, to determine the need for disciplinary action and either recommends or initiates such action.

EVALUATION

This position will be evaluated based upon the essential and marginal duties and responsibilities as outlined above as well as held to the standards of the WESD, and the State of Oregon.

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.

- **Education and/or Experience:** Masters Degree with academic training in special education. Teacher Standards & Practices Commission (TSPC) School Administrator License. Minimum of ten (10) years experience in public education, part of which must have been in teaching or supervising in the field of special education preferred. Minimum of five (5) years experience as a school administrator preferred. Excellent communication and customer relations skills. Knowledge of current technological

developments and trends. Proven skills in working collaboratively and productively in a team environment. Ability to develop financial plans and manage resources. Proven skill in building consensus among diverse groups, including department personnel, component school districts, and partner agencies. Demonstrated ability to analyze complex situations and implement proactive or corrective actions and strategies. Recent, successful experience collaborating with executive-level administrators to achieve organizational goals

- **Interpersonal Skills:** Works well with others. Focuses on resolving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and contributes to building a positive team spirit.
- **Language Skills:** Must be able to communicate fluently in English, verbally and in writing. Ability to effectively present information and respond verbally to inquiries or complaints from parents, administrators, staff, students, and the general public. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write reports, business correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to create and interpret bar graphs.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Computer Skills:** To perform this job successfully, an individual should have general knowledge of computer usage and ability to use e-mail.
- **Other Skills and Abilities:** Knowledge of applicable current federal and state education programs and policy with local, State and Federal regulations, and industry standards and/or laws governing work procedures and practices, methods and materials. Ability to maintain a clean and professional appearance.
- **Confidentiality:** The employee maintains the integrity of confidential information relating to agency records and data, employees, students, families, or district patrons. The employee uses or relays personal and agency information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
- **Attendance Standards:** Timely and regular attendance is an expectation of performance for all employees. To ensure adequate staffing and to meet expected agency standards, employees will be held accountable for adhering to their regular work hours and schedule. In the event an employee is unable to meet this expectation, he/she must obtain approval from their supervisor in advance of any requested schedule changes. This approval includes requests to use appropriate accruals, as well as late arrivals to or early departures from work, and any special attendance needs of the position as determined by the ESD.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District, including a valid driver's license.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or hear. The employee is regularly required to walk and reach with hands and arms. The employee is occasionally required to stand, climb or balance, stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds. Some positions may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

SAFETY REQUIREMENTS

- Compliance with all safety rules, protocols, and procedures established at each specific work site.
- Completion of mandatory written reports after a safety or security incident.
- Responsibility to communicate all safety related incidents and concerns to supervisor and other responsible individuals at each work site.
- Maintain situational awareness of the environment at all times.

OTHER

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

Prepared By: Willamette ESD

Date Revised: December 2021

I have read and understand this job description.

Printed Name

Signature

Date