

JCESD - Special Programs Director

FTE: .12 - .34 (260 Day Calendar Year)

ANNUAL SALARY: \$15,036 - \$27,481

CLOSING DATE: December 12, 2022

CLASSIFICATION: Licensed Administrator

REPORTS TO: Superintendent of Jefferson County ESD

The Jefferson County Education Service District is located in sunny Central Oregon. Central Oregon is a major recreation area for all outdoor activities; skiing on Mt. Bachelor and Mt. Hood, fly fishing on the Deschutes, Crooked and Metolius Rivers and rock climbing at Smith Rock State Park. Central Oregon is approximately two hours from Portland and four hours from the Oregon Coast.

POSITION GOAL: Provide leadership in coordinating and supervising special education support services.

JOB DEFINITION: Under general direction, Special Programs Director develops, plans, and evaluates programs designated for children with disabilities.

The Special Programs Director performs responsibilities which include a wide range of duties related to program development, professional development and assisting the Business Manager with fiscal management related to special programs. In concert with other directors and school principals, the special program director plans, and evaluates special education programs. A working knowledge of laws, policies, rules and regulations affecting special education is required.

ESSENTIAL JOB FUNCTIONS:

1. Establishes program goals for special education services within the district.
2. Establishes and maintains an ongoing system of special education program evaluation.
3. Coordinates and directs special education curriculum improvement activities.
4. Develops, directs and coordinates a program of staff improvement in-service for special education.
5. Provides consultation services and writes guidelines for programs serving students with disabilities.
6. Serves as an advisor to administrators regarding special education.
7. Coordinates the articulation of special education services from building to building.
8. Provides periodic reports to the superintendent and Board of Directors on the status of special education.
9. Serves as a liaison to agencies to facilitate services for students with disabilities.
10. Assists the Business Manager in the process of budget development for special education services.
11. Assists with the program of public information and public relations relative to special education.
12. Keeps records, reports, and ledgers to comply with assurance and audit requirements.
13. Develops, directs and monitors a compliance program for IDEA.
14. Maintains records and files for reports required to meet the District's obligations for IDEA and the requirements of other agencies.
15. Submits the System Performance Review and Improvement data necessary for state IDEA reporting.
16. Serves as a member of the Central Office Team and other district committees as assigned.
17. Informs the superintendent when state laws and standards and district policies and goals are not being met.
18. Abides by the Standards for Competent and Ethical Performance of Oregon Educators (OAR 581-20-000 to -035).
19. Fulfills other related duties as assigned.

MINIMUM PREREQUISITES:

1. Valid Oregon Administrative License
2. Successful administrative experience in special education or related area
3. Master's degree in special education or related field.
4. Three or more years successful performance in supervising special education or related areas.

APPLICATION PROCEDURES:

Interested candidates are required to apply at the following link: <http://jeffersonco.tedk12.com/hire> with online application, letter of interest, current resume, letters of recommendation, references and copy of transcripts.

Visit our website at: <https://jcesd.k12.or.us/>

Jefferson County ESD is an Equal Opportunity Employer.

JOB CONTACT INFORMATION:

Name: Shay Mikalson

Title: JCESD Superintendent

Phone: 541-475-2804

Email: smikalson@jcesd.k12.or.us