

**TITLE:** Executive Director of Special Services

**DEPARTMENT:** Special Services

**REPORTS TO:** Superintendent

**POSITION SUMMARY:** Under the direction of the Superintendent, the Executive Director of Special Services leads the Special Education programs consistent with federal and state laws, rules and regulations and district policies and procedures. The Executive Director of Special Services is responsible for the administration of school specific programs that allow students requiring Special Services to be a part of the regular school program to the maximum extent possible. To this end the Executive Director coordinates the Special Education programs with other district programs and between levels and buildings.

**ESSENTIAL FUNCTIONS:**

- Lead and Direct the Special Services Departments of the District, including the development and implementation of the District's Special Education program.
- Develop skills and abilities of staff within all Special Services departments; assess and integrate best practices into all activities ensuring efficient and effective operations of Special Education, Community Based Transition Program and Headstart.
- Assist in interpreting and administering policies, rules and regulations established by the federal government, the Legislature, state and local boards of education and the school district administration relevant to areas of responsibilities.
- Share in the recruitment, selection, placement and evaluation of staff assigned to Special Education with building administrators and the coordinators of Special Services programs.
- Maintain, oversee, and train other staff as appropriate on the district's Special Services recruitment, selection, placement and evaluation of staff assigned to Special Education with building administrators and the coordinators of Special Services programs.
- Provide for the placement of Special Education students, monitor and evaluate the instructional program of students enrolled in Special Education and remedial programs.
- Serve as an instructional leader in the area of Special Services, providing in-service and ongoing training to staff members and district administrators.
- Provide continuing support and act as direct liaison between Special Education and building principals, central administrations.
- Provide leadership in the development of curriculum for special education students.
- Provide support to the Community Based Transition Program for 18-21 year-old Special Education students through the Secondary Coordinator.
- Communicate with the public about the District's Special Education programs.
- Supervise implementation of policies and policy revision in the area of student records.
- Maintain professional growth and development.
- Act as a liaison to the community, agencies, and Issaquah School District Families.
- Participate and lead as appropriate in the selection, assignment, development and evaluations of supervisory personnel.
- Serve as a member of the Superintendent's Cabinet.
- Attend all board meetings, preparing and sharing information related to all areas of responsibilities
- Ensure compliance in all programs required by governmental standards.
- Use technology for analysis, recordkeeping, communication, presentations, trainings, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**EDUCATION:** Master’s degree in business or public or education administration. Qualifying experience may substitute for educational requirements.

**EXPERIENCE:** Minimum of 5 years of operations, budget, finance, and employee supervisory experience. District-level administrative experience and supervision in school systems required.

**CERTIFICATES AND LICENSES:** CPR/First Aid Certificate (may be required). Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is required to be effective in the position and to maintain certification

**REQUIRED TESTING:** None specified

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Unrepresented

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date