

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Director of Special Services – Secondary Schools

**DEPARTMENT:** Special Services  
Administrative Building

**REPORTS TO:** Executive Director of Special Services

**Position Summary:** Under the Direction of the Executive Director, the Director coordinates, supervises, and evaluates special education programs and staff and works with general education, support staff, building administrators and parents to develop appropriate programs for special education students at the secondary level. This position requires knowledge of Governing Policies and District Regulations and procedures, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

### **ESSENTIAL FUNCTIONS:**

- Supervise and evaluate secondary Special Education programs and staff.
- Conduct performance evaluations of certificated and classified staff including development of plans of improvement or recommendations of disciplinary action or termination; provide or assure training as needed.
- Assist the Executive Director in developing the program budget, policies, and procedures which ensure that the district is in compliance with state and federal requirements, e.g., identification, assessment, placement, and provision of services; plan for short and long term program needs.
- Assist the Executive Director in identifying staffing requirements of special education programs for certificated and classified staff based on student enrollment; recruit and recommend the selection and assignment of special needs program staff.
- Work with principals, program directors, and District staff as appropriate, to coordinate special education curriculum and regular curriculum, ensuring that specialized instruction needs are met, including the use of assistive technologies.
- Work with building principals and staff to support implementation of inclusive special education programs, and direct instruction as appropriate.
- Assist in planning, development and delivery of staff professional development.
- Compiles data from a variety of sources in accordance with District, state, and federal guidelines and regulations in order to create appropriate communications, reports, memoranda, resolutions, agreements, letters, and other written material for appropriate staff and stakeholders.
- Prepare reports as required by district, OSPI and other agencies, including writing and monitoring IDEA grant and Safety Net applications.
- Ensure transportation services are effectively delivered to students with disabilities.
- Assist with management of the special education extended school year.
- Develops plan for and implements data collection and analysis of program effectiveness in order to provide regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to Cabinet
- Serve as a resource to parents of students with disabilities on topics such as Special Services program standards, graduation requirements, and general guidelines.
- Partner and collaborate with parents, staff, and outside agencies using problem-solving methods to insure that individual student programs are implemented appropriately.
- Manage the alternative assessment(s) for students with disabilities.
- Serve as liaison between school teams and Executive Director of Special Services.
- Serve as a liaison with the special education advisory groups and agencies outside of the District.
- Serve as member of the District's leadership team, performing related duties consistent with the scope and intent of the position as assigned.
- Maintain clear communications and good working relationships with constituents.
- Maintains complex and confidential electronic and physical files and records in accordance with the appropriate records retention timelines.
- Actively pursue training to increase professional competencies.
- Assist Executive Director in the evaluation and selection of out of district student placements when needed.
- Use technology for communication, presentations, trainings, and workshops.

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- 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 with emphasis in special education, educational leadership, or related field.

**EXPERIENCE:** Minimum of three (3) years successful experience in special education at the high school level or five (5) years middle or elementary school level. Building administrative experience preferred. Prior experience coaching and training adult learners necessary. Further, the individual will possess the:

- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner.
- Ability to research, analyze, and interpret data, rules and regulations, codes, statutes, and laws.
- Ability to exercise independent decision making abilities, organize and manage multiple time sensitive tasks, and facilitate resolution of difficult and/or delicate parent, staff and community issues.

**CERTIFICATES & LICENSES:** Valid Washington State administrative certificate and teaching or ESA certificate. 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.

**REQUIRED TESTING:** None Specified

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

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

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Unrepresented