

**Payette School District has the following opening for the 2018-2019 school year:
Special Services Director**

EXPERIENCE:

Minimum of (3) years of special education services. Supervision of staff in a public-school setting and administrative or related experience is preferred.

QUALIFICATIONS

1. Idaho Administrator Certificate endorsement as a Director of Special Education and Related Services (PK-12)
2. Broad knowledge of reporting requirements, federal and state law, administrative rules, and Board policy
3. Able to effectively administer special education programs and to work with staff, parents, community groups, and agencies
4. Effective management of the Medicaid reimbursement process
5. Strong background in the use of technology
6. Strong leadership and organizational skills
7. Relates extremely well to students
8. Excellent public relations, interpersonal, and communication skills
9. Able to work under pressure and deadlines
10. Maintain confidentiality of staff and students
11. Broad knowledge of state, federal & local funding sources
12. Budgeting and planning

OTHER QUALIFICATIONS

1. Develop and implement management systems to guarantee compliance with federal, state and local rules and regulations as well as district goals
2. Administer all areas of program compliance, curriculum and instruction, communication, personnel, staff development, fiscal management, and the linking of Special Programs with regular education and appropriate agencies and services
3. Provide a management style that implements teamwork and incorporates organization, teaching, and communication skills
4. Ability to establish and maintain a positive instructional program and to create a positive learning environment that promotes student achievement and is consistent with school and district policies/goals/and mission in our diverse student population

5. Ability to establish and maintain positive relationships with students, staff, parents and community
6. Budget and Medicaid knowledge and management

PRIMARY RESPONSIBILITY TO
Superintendent

JOB SUMMARY

To provide leadership and direction to enable special education pupils to benefit from educational opportunities to the fullest by eliminating or ameliorating problems that interfere with student learning. To assist the district in providing an educational program that is sensitive to the needs of all students within the requirements of federal and state law, administrative rules, and Board policy.

MAJOR DUTIES AND RESPONSIBILITIES

Instructional Leadership

1. Provide leadership in the development of the district's special education program and coordinate and supervise related activities
2. Evaluate existing programs and make recommendations for improvement
3. Keep informed of all legal requirements governing special education
4. Keep staff informed of legal requirements and ensure that all requirements under federal and state law, administrative rules, and Board policy are met
5. Serve as a member of the child study team, and assume responsibility for the preparation and timely submission of all required documents and reports, in order to assure district compliance with the legal requirements of this process
6. Monitor the implementation of Individualized Education Plans (IEP)
7. Provide intervention and planning through direct consultation with individuals and teams concerning instruction, curriculum, and assessment
8. Coordinate individual student-related activities to meet the needs of an individual student being served by more than one service agency
9. Interface activities such as general planning for transitioning students, cooperative funding, and service requests
10. Consult with individuals and teams regarding students with special needs
11. Establish procedures for the evaluation, placement, and reappraisal of students in need of special education and/or related services
12. Supervise and coordinate home instruction for homebound or hospitalized special education pupils
13. Assume responsibility for district compliance with federal and state law, administrative rules, and Board policy regarding school special education programs
14. Plan, develop, and coordinate the district's system of special education services
15. Oversee the development and effective delivery of the district's special education program, including the development and maintenance of the cumulative records of

- students receiving special services
16. Interpret the objectives of the district's special education program to parents, students, staff, and the community
 17. Meet with parents to discuss the implementation of IEPs and to resolve grievances
 18. Handle parent complaints effectively
 19. Establish annual and long-term goals and objectives to improve Special Services programs
 20. Gather appropriate data in support of the status of annual objectives

Staff Supervision and Coordination

1. Assist the superintendent and building principals in the recruitment and selection of special services personnel
2. Supervise all special education personnel
3. Schedule and assign psychologists, communication disorders specialists, gifted/talented facilitators, social workers, and other ancillary personnel assigned to special services
4. Provide observation and evaluation through classroom visits, formal observation, supervision, evaluation, and contact with building principals
5. Supervise and coordinate the activities of child study team members and ensure the placement of individual students with special needs in those educational situations best suited to their requirements
6. Coordinate contracted services such as physical therapy and occupational therapy
7. Coordinate professional development for the special education program through such activities as needs identification, planning, development, and implementation

Other

1. Attend meetings as required
2. Help prepare and administer the departmental budget
3. Authorize purchases of equipment and material needed in special education programs
4. Complete federal and state forms and reports related to special services program
5. Approve district forms and procedures for special education
6. Initiate, facilitate, and maintain relationships with community agencies and other resources to meet pupils' special needs
7. Refer parents and child to agencies when appropriate
8. Keep immediate supervisor informed of activities and any issues that may arise
9. Assume responsibility for his or her continuing professional growth and development by attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
10. Seek assistance should emergencies arise
11. Represent the school district in a positive manner
12. Know and follow school district policy and chain of command
13. Perform other duties as assigned

Candidates should submit application and the following:

An essay, 250 words or less, on what your major strengths are as they apply to the position for which you are making application

Cover letter

Resume

Photocopies of college transcripts

Photocopy of current Idaho certification

Three (3) current letters of recommendation

Mail To:

Tammi Griffin

Payette School District

20 N 12th Street

Payette, ID 83661

Or Email To: tagriffin@payetteschools.org

For applications contact Tammi Griffin, District Administrative Assistant, 208-642-9366 or email tagriffin@payetteschools.org or download application from the Payette School District website <http://payetteschools.org/certified-staff/>

Payette School District is an Equal Opportunity Employer, as defined and required by state and federal laws. All recommendations for hire are tentative offers. Employment is contingent upon board approval, and successful completion of a federal background check and drug-free workplace pre-employment screening (if required for the position). Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired. Regular attendance is an essential function of this position.

EVALUATION

Performance of this position will be evaluated annually by the superintendent in conformance with district policy.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.026	Administrator Certificate