



DIRECTOR OF EDUCATIONAL SUPPORT SERVICES

MISSION

- To ensure that students have their special abilities as well as their special needs identified.
- To ensure that students along the entire spectrum of learning capabilities receive equitable access to appropriate instruction and support services drawn from the full continuum of general and special education programs.
- To foster a seamless approach to educating students with special needs—including the expectation of placement within general education classrooms to the greatest extent possible—and to involve other students in creating supportive school and classroom environments for their peers.
- To support teachers in developing their skills to differentiate instruction and behavior management practices for students of varying abilities who share a common classroom setting.

Position Summary

The Director of Educational Support Services (ESS) is responsible for the leadership and administration of a range of programs and services including special education and related services for school-age and postsecondary/transition services, Early Childhood Evaluation Services, Health Services, Positive Behavior and Intervention Supports (PBIS), Talented and Gifted (TAG), Lane Regional Program, Section 504, and NATIVES program. The Director, in conjunction with the ESS administrative staff, supervises the operation, implementation and on-going maintenance of programs and services in compliance with federal and state laws and administrative rules, as well as District policies and procedures. The Director of Educational Support Services is a member of both the District's Instructional Directors and the Superintendent's Cabinet, and works closely with District leadership and principals to integrate general and special education services. The Director also serves as the District's representative at many meetings, functions, and discussions with parents, community agencies, and state officials in relation to special education and other ESS issues.

Supervisory Relationship

This position reports to the Superintendent and has supervisory responsibility for professional, licensed and classified staff.

Essential Functions

- Provides leadership and supervision of special education and related services encompassing the continuum of programs and services for students with disabilities, ages 3-21, including school-based and District/community-based programs, charter and non-public schools, alternative school programs, residential and day treatment, itinerant speech services, school psychology, autism, behavior and special education consultation, motor team (OT/PT), and Lane Regional Services (Braille, vision impaired, and deaf/hard of hearing).

- Collaborates with District principals and instructional directors to ensure that all schools and programs provide special needs students with access to general education to the maximum extent possible, creating inclusive school communities.
- Provides leadership, supervision, and ongoing review/evaluation of District-wide programs and services including Section 504, Talented and Gifted, mental health, nursing and health services, and NATIVES program.
- Develops and monitors the ESS budget in compliance with federal, state, and District guidelines, and ensures that the budget meets maintenance of effort requirements.
- Manages fiscal resources from the general fund, special education grants, and other sources for the purpose of fiscal efficiency and effectiveness in the provision of services.
- Coordinates applications for state and federal grants, as well as any other supplemental sources of financial support.
- Consults with the Superintendent and ESS administrators to utilize Lane ESD Resolution funds for special education and general education services.
- Provides leadership and supervision of the District's pre-referral/referral process (IIPM) and comprehensive special education evaluation model, including the Culturally and Linguistically Diverse evaluation procedures.
- Manages special education due process procedures and 504/other complaints for the purpose of providing required services.
- Consults with ESS administrators, District and special education staff, and principals regarding the implementation of appropriate special education and 504 supports, e.g., instructional and behavioral accommodations.
- Consults with ESS administrators, District and special education staff, and principals regarding the implementation of appropriate instructional interventions (IIPM/RTI Tier 2 – Differentiation and Tier 3 - Targeted) and the monitoring of students' progress.
- Collaborates with principals and other district leaders to support teachers in providing enrichment, acceleration, and expanded learning opportunities for students who demonstrate exceptional talent in one or more areas of the curriculum.
- Works with Human Resources, ESS administrators, and principals to screen, interview and hire applicants for both certified and classified ESS and related positions.
- In conjunction with ESS administrators and principals, supervises the evaluation of ESS staff.
- Supervises the development and implementation of professional development for special education and program staff in conjunction with ESS administrators and District instructional leadership.
- Serves as the liaison with other local districts and the Lane Education Service District (ESD) involved in the provision of special education and related services.
- Supervises the mandatory reporting (System Performance Review and Improvement) to the Oregon Department of Education and the District's on-going compliance with review findings.
- Communicates information on ESS programs, services, and procedures/ compliance requirements to school personnel, parents, the Board and other districts for the purpose of facilitating their understanding of ESS programs.
- Serves as the District's representative to the Oregon Department of Education and other agencies for the coordination of special education and other program services.
- Supervises the development, revision, and implementation of District policies and procedures for special education, 504, TAG and Health Services to ensure compliance with state and federal rules.
- Advises the Superintendent and Instructional Directors regarding ESS programs and special education services, and collaborates with them to achieve the District vision and goals.

Required Knowledge, Skills and Abilities

- Commitment to the belief that all students can learn, to educational equity, and to the District's vision and mission.
- Knowledge of federal and state laws, administrative rules, and procedures relevant to special education, Section 504, Talented and Gifted programs, and Health Services.
- Knowledge of research-based instructional and behavioral intervention practices for diverse learners.
- Ability to develop, implement and evaluate programs and services for the student populations served by ESS.
- Knowledge of educational, fiscal and legal aspects of public education.
- Ability to effectively communicate, consult and collaborate with ESS and District staff, the Oregon Department of Education, principals, parents, and community members.
- Demonstrated ability to prepare and present comprehensive and effective reports, both oral and written, as appropriate to varied audiences.
- Ability to manage budgets and multiple priorities, lead and supervise staff, adapt to change, and meet timelines.

Minimum Qualifications

Education

- Master's degree in special education and/or related field required.
- Valid administrator's license required.
- Valid licensure as a special education teacher and/or itinerant/specialist in a related field required.
- Doctorate or advanced coursework preferred.

Experience

- Ten (10) years of successful experience in special education or a related field, including:
 - Minimum of five (5) years as a special education teacher or itinerant/specialist in a related field
 - Minimum of two (2) years as a district-level administrator of special education, including supervision/evaluation responsibilities
- Consideration will be given to an alternative combination of experience and training that provides the required knowledge, skills, and abilities and encompasses the essential functions.

Work Environment

- Duties are performed in office, school, and community settings.
- Execution of responsibilities may require work beyond the standard workday and workweek.

ADDITIONAL INFORMATION	
Employee Unit	4J Association (4JA) - Professional
Pay Grade	Grade
Reviewed by	Dr. Celia Feres-Johnson – Director of Human Resources; Dr. Larry Sullivan, Director of Educational Support Services
Approved by	Dr. Sheldon Berman – <i>Superintendent</i>
Last revised	