



2020-21 Director of Student Services

Posting Date	August 18, 2020
Closing Date	Open Until Position Filled
Job Title	Director of Student Services
Starting Date	Immediately
Reports To	Superintendent
Salary	TBD
Hours	.25 FTE
Location	Marcola School District

Marcola School District Vision

Candidates will possess the following qualifications that support our district vision
“Students, Staff and Community Dedicated to Excellence”

Job Summary

The Director of Student Services leads the planning, development and implementation of all K-12 special education programs within the Marcola School District. The Director provides leadership, guidance and direction to support service staff to set and achieve the highest standards of excellence, and provides sound and visionary education programs and student support services for children and families while ensuring compliance with State and Federal Special Education Regulations.

Essential Duties & Responsibilities

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Maintains a cooperative relationship with fellow staff members, students, and the general public.



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2. Adheres to and enforces district, state, and federal laws, policies, procedures, and regulations.
3. Maintains harmony among staff and resolves disputes.
4. Plans, supervises and evaluates assigned staff.
5. Consults with staff, parents and outside agencies regarding Special Education students and programs offered.
6. Responds to parents regarding the evaluation and placement of their children.
7. Discusses Special Education programs, personnel and students with building administrators.
8. Obtains funding from the ESD, the state and federal programs.
9. Submits program documentation for approval, applies for grants, submits budgets and financial reports and prepares and submits program reports to agencies.
10. Develops and administers the Special Education and Student Services budget.
11. Ensures compliance with local, state and federal guidelines.
12. Monitors staff caseloads and student progress.
13. Assists in recruitment, selection, and recommendation for hiring of special education and student services personnel.
14. Develops and maintains individual records of all children receiving special services or enrolled in special classes.
15. Assists in the adaptation of school policies to include special education needs.
16. Keeps informed of all legal requirements governing special education.
17. Plans staff in service training activities.
18. Implements and enforces board policies and administrative regulations.
19. Keeps the Superintendent informed of Special Education changes, needs, activities, and problems.
20. Attends and participates in district administrative meetings and board meetings as required.
21. Supervises and coordinates the district's pupil personnel services.
22. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
23. Assists in the formulation and implementation of policies and procedures as directed by the superintendent.
24. Experience and understanding of Trauma Informed Practices, Alternative Education and K12 Behavior Systems.
25. Surveys the district's needs for student services and prepares reports, proposals, and recommendations for approval and/or funding.
26. Makes provision for being available to students and parents regarding Special Education, Title I, and related programs outside the instructional day when required or requested to do so.
27. Collaborates when necessary with special education and other school staff to develop and implement Individualized Education Programs (IEPs).
28. Responsible to assure that staffings are planned and implemented as they relate to students with special needs.



29. Professionally represents the school and the District in interactions with parents, community, staff, and students.
30. Maintains appropriate certifications and training as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Possess a valid Oregon Administrator License.
2. Master's degree in special education, educational administration or related field.
3. Minimum of three (3) years of progressively responsible and highly successful special education leadership experience.
4. Strong knowledge of special education programs, curriculum, assessment, instructional practices, and intervention strategies. Experience providing services under and training in the IDEA, Section 504 and the ADA.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.



Employer Website: www.marcola.k12.or.us

EEO and ADA Information

Marcola School District is an affirmative action/equal opportunity institution. The district does not discriminate in employment, treatment in, admissions to, or access to its programs, activities, and services on the basis of race, color, age, sex, national origin, disability, or otherwise prescribed by applicable state and federal laws and regulations. Marcola School District will provide reasonable accommodations for the known disabilities of all applicants upon request and with appropriate advance notice.

Terms of Employment

Salary to be determined by the Board of Directors. Work schedules to be determined by the Superintendent or designee and will be based on the operational needs of the district.

Send resume and cover letter to Marcola School District Attn: Heather VanderPloeg 38300 Wendling Road Marcola OR 97454. You can also email documents to hvanderploegg@marcola.k12.or.us

Internal applicants please send a Letter of Intent to: Heather VanderPloeg - hvanderploeg@marcola.k12.or.us

Application Requirements

- Cover Letter
- Professional Resume
- Completed Application

Marcola School District is an Equal Opportunity Educator and Employer