



Job Opportunity

Director of Special Programs

PAY GRADE: Administrator Salary Schedule

FLSA: Exempt

SUPERVISOR: Assistant Superintendent

TERMS OF EMPLOYMENT: Works onsite according to designated schedule

SUMMARY:

Directs special programs of the District to ensure students with additional need are able to master the core curriculum. Ensures program integration with the core curriculum and schools. Ensures programs are implemented, monitored, and evaluated for effectiveness. Ensures compliance with State and Federal program regulations. Supervises Special Program Records Clerk. Reports to the Assistant Superintendent.

MINIMUM QUALIFICATIONS:

Possesses a Master’s degree. Has two years of related experience. Holds a valid Idaho Administrator Certificate endorsed in Director of Special Education (Pre-K-12). Any equivalent combination of education and experience. Spanish language skills or bilingualism preferred.



DEPARTMENT OF HUMAN RESOURCES

118 W. Bullion St., Hailey, ID, 83333 | <http://www.blaineschools.org> | ph: (208) 578-5000 | fx: (208) 578-5110

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(This list of essential duties is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)

- Supervises, leads, develops, coordinates, and evaluates all special programs and procedures that ensure all students (especially students with additional needs) are able to master core curriculum. Special Programs include, but are not limited to, Special Education, 504, English Language Development, Title I, Gifted and Talented Education, Homebound Services, Social Work, and Nursing Services.
- Oversees, coordinates, and evaluates programming in collaboration with the Assistant Superintendent and school administration that provides supports for all students to access and make progress in the core curriculum (Tier I).
- Oversees, coordinates, and evaluates programming that provide (in collaboration with the Assistant Superintendent) Tier II and Tier III students needing additional supports.
- Facilitates ongoing professional development for special programs in coordination with the Assistant Superintendent to continuously improve student outcomes.
- Coaches staff in implementation of program goals and priorities and leads professional development.
- Oversees the processes and submits required reports, applies for grants, and submits and maintains budgets and financial reports for all areas of responsibility ensuring compliance with local, state, and federal guidelines (i.e. IDEA, Medicaid, Title III/LEP, Title I and their corresponding SDE programs).
- Interfaces with private schools as needed for federal programs.
- Supervises the development and maintenance of complete cumulative individual records of all children receiving special services or enrolled in special classes including IEPs, 504 plans, GATE plans, English Language Development plans, etc.
- Develops, maintains, and supervises procedures for identification of children needing one or more special service.
- Assists with the identification process when needed.
- Keeps abreast of legal requirements governing and developments in the profession related to state and federal programs (i.e. IDEA, Medicaid, Title III/LEP, Title I).
- Develops staffing allocation formulas to maintain equitable and effective programs throughout the District.
- Communicates and cooperates with community health and social services.
- Oversees District interagency agreements and policy for referral of children to outside agencies.

- Serves as a liaison between the District and the State Department of Education regarding issues pertaining to these programs.
- Maintains frequent communication and provides support to others involved in these programs.
- Attends state and federal information sessions and conferences.
- Assists and represents the Superintendent and/or the Assistant Superintendent in various duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of current research and theory to instructional program. Skill in effective organization and compute use. Ability to effectively communicate, cooperate, and be a team player. Ability to read and effectively write reports, grants, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from supervisors, administrators, parents, staff, students, and the general public. Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to work in a friendly manner and to develop effective working relationships with supervisors, administrators, parents, staff, and students. Ability to perform duties in accordance with Board of Education policies. Ability to use small office equipment and computers.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The job is performed indoors and occasionally outdoors. The employee is directly responsible for safety, well-being, or work output of other people. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The noise level in the work environment is moderate to loud. While performing the duties of this job, the employee is regularly required to walk and sit; use mental acuity; use hands to finger. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Specific speaking and hearing abilities required by this job include expressing or exchanging ideas by means of the spoken word and receiving detailed information through oral communication. Performs light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

The Blaine County School District No. 61 is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Blaine County School District No. 61 will provide reasonable accommodations to qualified individuals with disabilities. Preference will be given to qualified veterans pursuant to Idaho Code 65-603, et seq. The Blaine County School District No. 61 is a drug, alcohol, and tobacco-free environment.



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