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1419 NW Valley View Drive  
Roseburg, OR 97471  
(541) 440-4014

**A community partnership dedicated to academic and personal success for every student. We believe…*All students can learn, and all students will succeed. Every child must be challenged at their individual level of learning. Families, schools, and the community are partners in every child’s education. Everyone benefits when individual unique strengths, talents, and abilities are valued. Everyone belongs and is expected to contribute to the learning community. A safe and respectful environment is everyone’s right and responsibility.***

**An Invitation to Apply:**

**Student Services Administrative Coordinator**

**Work Calendar**: 222 days  
**Start Date**: Immediately  
**Salary**: $109,228 - $126,541  
Benefits: Roseburg Public Schools participates in the Oregon Public Employee Retirement System (PERS and OPSRP) on behalf of its employees. Upon eligibility, the district contributes 6% of an employee’s salary to their Individual Account Program (IAP). District contributions to medical, dental, vision, disability, and life insurance; district Tax Sheltered Annuity (TSA) contributions; Employee Assistance Program, and tuition reimbursement.

**Check us out!** [www.experienceoregon.com](http://www.experienceoregon.com) and [www.roseburg.k12.or.us](http://www.roseburg.k12.or.us)

Applications are being accepted through the [District’s Frontline Recruit and Hire system.](https://www.applitrack.com/roseburg/onlineapp/default.aspx?Category=Administration)

**Definition**

The Program Coordinator orchestrates and often leads activities and programs in the Office of Teaching and Learning as designated by the Director of Teaching and Learning.

**Reports To:** Director of Student Services

**Education**

* Enrolled in or completion of coursework required for issuance of an Oregon Administrative License.

**Qualifications**

* Knowledge of state and federal regulations specific to special education under IDEA 2004.
* Knowledge of federal and state grant requirements.
* Ability to write grant proposals, reports, correspondence bulletins, and memoranda.
* Ability to work successfully with families of students with special needs.
* Possession of initiative, creativity, and organizational skills.
* Maintains good working relationships with district personnel and is an effective team member.
* Enthusiasm for education and personal commitment to advocate for excellence in the teaching and serving of children.
* Flexibility in adapting to conditions of change and unusual situations.
* Ability to analyze problems and make firm decisions.
* Knowledge of laws, rules, policies, and trends related to instructional supports and materials.
* Able to supervise and manage staff.
* Demonstrates ability to conduct special education trainings and updates.
* Knowledgeable about Section 504 and ADA
* Understanding of McKinney Vento and Department of Human Services

**Experience**

* School or district level administrative experience preferred.
* Classroom teaching experience in elementary and secondary schools; preferably both.

**Distinguishing Characteristics**

Responsibilities include a wide range of duties related to curriculum, instruction and assessment for all students as well as professional development for instructional staff and building administrators in concert with the Director of Teaching and Learning.

**Performance Responsibilities**

* + - Coordinates the staff needs for materials, resources, and equipment for designated programs.
    - Plan and coordinate direct instruction professional development for new staff.
    - Facilitates professional learning opportunities.
    - Facilitates meetings for special education personnel to address compliance with state/federal regulations regarding IDEA and monitoring.
    - Provides annual trainings on Section 504 Law and compliance.
    - Assists in the developing of guidelines for programs in accordance with state and district requirements.
    - Writes state and federal grants for areas of responsibility.
    - Meets with Department of Teaching and Learning and Human Resources to coordinate district support.
* Assists with submitting Oregon Department of Education Collections.
* Review and Improvement (SPR&I) file reviews and submits SPR&I improvement plans.
* Plan and facilitate transition meetings for special education students transitioning from preschool to kindergarten, elementary to middle school and middle school to high school.
* Serves as the district representative for students in the EI/ECSE.
* In cooperation with the Director of Student Services, plans, organizes, implements, and evaluates a program of curriculum and instruction for various Student Service programs.
* Facilitates the transition from school to community for special needs students.
* Assists with the planning and coordinating extended school year services for eligible special education students.
* Maintains good working relationships with Roseburg School District employees and various professionals in the community.
* Fulfills other duties as assigned by the Director of Student Services.
* (Essential varied job functions)
* Assists with ODE cyclical review to determine paperwork compliance and corrective action.

Successful candidate must pass criminal history and drug screen clearances in accordance with Oregon Statutes and District Policies.