

**Lebanon Community Schools**  
**Job #25000 - Director of Special Education (25000)**

**JOB POSTING**

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**Job Details**

*Posting ID*

**25000**

*Title*

**Job #25000 - Director of Special Education**

*Description*

**POSITION SUMMARY:**

The primary purpose of this position is to administer and supervise special education programs on a K-12 basis. Major emphasis will be on special education programs and related support programs designed to enhance educational opportunities and achievement for exceptional students. This position oversees the district's compliance with state and federal laws and regulations governing special education programs.

**MINIMUM QUALIFICATIONS:**

1. Master's Degree plus additional specialization in educational administration.
2. Criminal history clearance.
3. Oregon Administrative License with Administrator endorsement.
4. Two years' successful experience in the special education field.

**ESSENTIAL FUNCTIONS:**

1. Supervises and administers special education to meet the needs of exceptional learners.
2. Monitors district compliance with legal requirements and initiates corrections and program revisions as needed.
3. Orients and consults with administrators concerning legal requirements and implementation of special education programs.
4. Oversees the development and implementation of an appropriate Individual Education Program (IEP) for each identified student.
5. Oversees maintenance of student records and census information for special education students.
6. Completes and submits required applications grants and reports regarding special education programs.
7. Prepares student services budget and monitors expenditures.
8. Provides reports and other information regarding special education to the Board as requested.
9. Assists in recruiting, screening, and hiring special education staff.
10. Assigns, orients, supervises, and evaluates assigned staff.
11. Makes provision for training and development activities for district and building level staff who provide special education to students.
12. Attends professional meetings and conferences as needed to maintain current knowledge.
13. Assists parents and community members as needed.
14. Interprets and implements all legal requirements, Board policies, administrative regulations, and negotiated agreements.
15. Maintains the confidentiality of sensitive and confidential information related to district financial, collective bargaining, and legal matters.
16. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents and staff.
17. Provides direction to others and makes independent judgements.
18. Operates computer and software programs as related to job responsibilities.
19. Frequent and prolonged standing, walking and sitting.
20. Frequent and prolonged talking/hearing conversations.

**OTHER REQUIREMENTS:**

This position is primarily performed indoors in office and school buildings. This position requires travel between school sites and the district office. (The employee is responsible for supplying a vehicle for this and other position related travel and will be reimbursed for approved mileage.)

Possible exposure to bodily fluids due to student or employee injury or illness.

Evenings and/or extended work hours are often required.

May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.  
Occasionally performs other duties as required.

**WORKPLACE EXPECTATIONS:**

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.

**TERMS OF EMPLOYMENT:**

Current work year is approximately 260 paid days, subject to change.

Salary and benefits as determined by District Board.

**EVALUATION:**

Performance in this position will be evaluated in accordance with District policy and regulation concerning personnel evaluation.

**APPLICATION PROCESS:**

Interested applicants must apply through our District Office website at <https://lebanonor.tedk12.com/hire/index.aspx>. Salary as per negotiated agreement. For more information, applicants should contact Superintendent, Jennifer Meckley at: [jennifer.meckley@lebanon.k12.or.us](mailto:jennifer.meckley@lebanon.k12.or.us)

The district's policy is to provide veterans and disabled veterans with preference as required by law and will require applicants to provide certification<sup>4</sup> of eligibility for preference, in addition to other requested materials.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Human Resources Office at (541) 259-8949 for additional information or assistance. Speech/hearing impaired applicants may contact the District for help through the Oregon Telecommunications Relay Service by dialing (800)735-2900. Spanish Voice/TTY#: 1-800-735-3896

<sup>4</sup> See verification of Veteran's Preference (OAR 839-006-0465). An applicant claiming veteran's or disabled veteran's preference will submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a certification that the veteran is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification. A disabled veteran may also submit a copy of their letter from the US Department of Veterans Affairs, unless the information is included in the DD Form 214/215 or a certification that the veteran is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification.

Lebanon Community School District is an equal opportunity employer.  
*The District reserves the right to transfer employee to another position and/or site.*

<i>Shift Type</i>	<b>Full-Time</b>	<i>Salary Range</i>	<b>\$129,880.00 to \$146,268.00</b>
<i>Salary Code</i>	<b>Salary</b>	<i>Job Category</i>	<b>Administrative</b>
<i>External Job Application</i>	<b>Administrative</b>	<i>Internal Job Application</i>	<b>Internal</b>

<i>Location</i>	<b>District Office</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>	<b>Oregon Administrative License/In Process</b>		

**Job Application Timeframes**

<i>Internal Start Date</i>	<b>01/24/2025</b>	<i>General Start Date</i>	<b>01/24/2025</b>
<i>Internal End Date</i>	<b>02/28/2025</b>	<i>General End Date</i>	<b>02/28/2025</b>

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>	<b>4902</b>	<b>Director of Special Education</b>

**Alternate Job Contact**

<i>Name</i>	<b>Jennifer Meckley</b>	<i>Title</i>	<b>Superintendent</b>
<i>Location</i>	<b>District Office</b>	<i>Phone</i>	<b>541-451-8458</b>
<i>Email</i>	<b>jennifer.meckley@lebanon.k12.or.us</b>		

**References**

<i>Automatically Send Reference Check</i>	<b>Yes</b>	<i>Reference Check Form</i>	<b>Administrator Reference Check</b>
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