

GLADSTONE SD 115

Director of Student Supports (2758)

JOB POSTING

Job Details

Posting ID

2758

Title

Director of Student Supports

Description

Contract Work Year: 230 Days
Supervised by: Superintendent

Application Deadline: January 31, 2025 or until filled

Start Date: July 1, 2025

Gladstone School District offers a comprehensive benefit package.

Position Overview:

The Director of Student Supports is responsible for overseeing the development, implementation, and management of a variety of student services within the district. This includes special education, counseling, health services, student discipline, McKinney-Vento, Section 504, and other programs aimed at meeting the diverse needs of all students. The Director will collaborate with school administrators, staff, parents, and community partners to ensure compliance with federal, state, and local regulations while providing leadership to ensure a supportive and inclusive environment for all students.

MINIMUM QUALIFICATIONS:

1. Master's degree in education, school administration, or a related field.
2. Current state certification in school administration or relevant certifications in student services.
3. Minimum of 5 years of experience in education, with at least 3 years in a K-12 school leadership role, preferably in special education, or related fields.
4. In-depth knowledge of state and federal regulations related to special education, Section 504, McKinney-Vento, and other special services.
5. Strong communication, interpersonal, and leadership skills.
6. Ability to manage multiple priorities, work collaboratively, and make data-informed decisions.
7. Experience in budget management and resource allocation, including overseeing and monitoring federal grant program resources for special education and related services.

ESSENTIAL FUNCTIONS:

1. Oversee and manage the overall operations of special education programs including outside placements, ensuring compliance with state, federal, and local regulations.
2. Develop, implement, and evaluate special education programs that meet the diverse needs of students.
3. Develop, administer, and monitor the department's annual operating budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary; monitor budget utilization by school, department administrators and supervisor.
4. Lead a collaborative process with all stakeholders to develop and effectively implement a strong mission and vision for our district.
5. Provide leadership and guidance to special education staff, including teachers, support staff, and other service providers.
6. Collaborate with school administrators to ensure the integration of special education programs into the general education curriculum.
7. Ensure compliance with IEP (Individualized Education Program) requirements and state and federal regulations regarding special education services.

8. Supervise and support the development of IEPs for students with disabilities, ensuring they are implemented effectively.
9. Conduct regular audits of special education services and IEP documentation to ensure compliance and best practices.
10. Coordinate and oversee the district's transition services for students with disabilities, helping them prepare for post-secondary education or employment.
11. Provide professional development and training for staff on best practices in special education, behavior management, and legal requirements.
12. Work closely with community partners to identify and provide additional resources and services for students with special needs.
13. Develop policies and procedures to ensure compliance with state and federal regulations for special education services.
14. Collaborate with parents and guardians to ensure effective communication and involvement in the IEP process.
15. Facilitate the resolution of disputes between parents, staff, and administrators related to special education services.
16. Ensure the proper placement of students in the least restrictive environment that meets their educational needs.
17. Analyze and report on student progress within special education programs and make adjustments as needed.
18. Coordinate the evaluation and assessment of students referred for special education services.
19. Assist in the recruitment and hiring of special education staff and ensure ongoing professional development.
20. Evaluate staff performance and provide constructive feedback to enhance effectiveness in serving students.
21. Support and monitor the provision of related services, such as speech therapy, occupational therapy, and counseling.
22. Ensure the district's compliance with Section 504 of the Rehabilitation Act in providing accommodations and services for students with disabilities.
23. Ensure compliance with McKinney-Vento Homeless Assistance Act requirements, providing services and supports for students experiencing homelessness.
24. Support the implementation of behavior support plans for students in distress, ensuring appropriate interventions are in place to address their needs.
25. Serve as a liaison between the district and the Oregon Department of Education (ODE), ensuring timely reporting and communication of special education matters.
26. Stay informed on changes in state and federal special education laws and ensure that the district is in compliance with all updates and requirements.
27. Advocate for students with disabilities within the district, ensuring they receive the necessary supports to succeed academically and socially.
28. Work collaboratively with the transportation department overseeing special transportation services for students with special needs.
29. Oversee Medicaid services and billing.
30. Knowledge of MTSS.
31. Knowledge of SBIRT.
32. Timely and accurately complete and submit required ODE reports related to student services programs.
33. Perform other related duties and responsibilities as assigned.

Other Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

1. Demonstrate a history of strong leadership and communication skills.
2. Ability to effectively work and communicate with students, staff, parents and community from diverse cultures or backgrounds.
3. Maintain integrity of confidential information relating to students, staff, or district patrons.
4. Ability to communicate fluently verbally and in writing. Ability to effectively present information and respond effectively to questions one-on-one and in small group.
5. Ability to read and interpret documents such as procedural manuals and government regulations. Ability to write routine reports and correspondence.
6. Extensive knowledge of computer usage and ability to use proprietary database software, email, internet software and comprehensive range of productivity software. Student information software experience required.

7. Ability to successfully use proprietary web-based reporting systems such as those deployed by the Oregon Department of Education.
8. Ability to exercise good judgement and work in an environment with constant interruptions.
9. Knowledge of instruction methods and curriculum.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$132,879.00 to \$149,557.00
<i>Salary Code</i>	Per Year	<i>Job Category</i>	Administrative
<i>External Job Application</i>	Administrator Application - Final	<i>Internal Job Application</i>	Administrator Application - Final
<i>Location</i>	Gladstone School District Office	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	01/10/2025	<i>General Start Date</i>	01/10/2025
<i>Internal End Date</i>	01/31/2025	<i>General End Date</i>	01/31/2025

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	Tammy Tracy	<i>Title</i>	Human Resource Director
<i>Location</i>	Gladstone School District Office	<i>Phone</i>	503.655.2777
<i>Email</i>	tracyt@gladstone.k12.or.us		

References

<i>Automatically Send Reference Check</i>	No	<i>Reference Check Form</i>	Certified Survey
---	-----------	-----------------------------	-------------------------