

# High Desert ESD

## Executive Director of Special Programs & Services (A-25-26-800-183)

### JOB POSTING

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#### **Job Details**

*Posting ID*

**A-25-26-800-183**

*Title*

**Executive Director of Special Programs & Services**

*Description*

**High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.**

**Executive Director of Special Programs & Services**

**40 hours/week, Mon-Fri, 232 days/year**

**\$136,000 - \$139,000 per year**

**Benefits include family insurance package, vacation, sick leave and paid holidays, generous PERS contribution.**

#### **Employee Value Statement:**

At the heart of the breathtaking landscapes of Central Oregon, where snow-capped mountains meet lush forests and vibrant communities, lies an opportunity to make a meaningful impact. The High Desert ESD believes that every student, educator, and community member deserves a voice and a place to thrive, regardless of their background or circumstances. Our commitment to equity and inclusion is woven into everything we do, from the programs we develop to the partnerships we cultivate. We strive to create a culture where diverse perspectives are valued and where everyone feels a sense of belonging.

#### **Position Summary:**

The Executive Director leads the planning, development and implementation of all K-12 special education programs within the ESD. 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. Supervision and staff training is required.

#### **Essential Functions and Responsibilities:**

- Demonstrate, apply and direct the delivery of educational and student support programs
- Recruit, select and assign qualified staff members to deliver services within programs
- Direct the work of program administrators
- Develop and oversee budgets that meet the requirements of the funding agencies, follow ESD procedures, and ensure the most efficient and effective use of resources
- Plan and implement staff development activities that meet identified program needs and increase the expertise of staff
- Assist in the design and modification of programs consistent with best educational practice, legal requirements, and needs of local districts, state agencies, and other constituents
- Oversee compliance both at the federal and state levels for programs under IDEA and ODE state contracts
- Be responsible for Systems Performance Review and Improvement from ODE
- Ensure requirements for program oversight and direction are met
- Provide support and training to staff to meet changing needs of students and programs, including goal setting, development of a wide variety of effective instructional and behavior management strategies, classroom management, record keeping, and other identified needs
- Serve as liaison between the Oregon Department of Education and other public and private organizations relative to special education and related general education
- Work closely with regional Special Education Directors in planning and implementing special services delivery in the Central Oregon Region

- Collaborate with community agencies and providers of public and private services to children and their families to strengthen the continuum, increase service options, limit duplication, and increase efficiency and economy of effort
- Supervise and evaluate classified and licensed staff in accordance with HDESD evaluation procedures
- Demonstrate cultural competence and place equity at the forefront of all decisions
- Ensure program cooperation in child find activities
- Submit state required reports in Special Education and ODE state contracts and grants
- Direct the completion of program reporting activities
- Lead staff to develop and implement programs and services which reflect current research and best practice
- Pursue new or additional sources of funding which will improve the caliber and quantity of services within the ESD
- Follow and support ESD policies and procedures
- Work cooperatively and harmoniously with clients, co-workers and supervisors
- Respect and maintain confidential information in all situations
- Communicate appropriately and regularly through use of email
- Fulfill other related duties as assigned
- Exhibit regular attendance, as demonstrated by not more than an average of one day per month absent unless on a protected statutory leave
- Be punctual and present for all required duties

**Specific Job Capabilities:**

The ideal candidate provides leadership in delivering educational and student support programs while ensuring compliance with federal and state regulations, including IDEA and ODE contracts. Key responsibilities include recruiting and supervising staff, managing program administrators, and overseeing budgets to maximize efficiency and meet funding requirements. This role involves designing staff development activities, aligning programs with best practices and legal mandates, and collaborating with special education directors, community agencies, and stakeholders to strengthen service delivery. The director also ensures timely submission of required reports, pursues funding opportunities, and fosters innovative, research-based programs to meet the evolving needs of students and districts. Strong communication, adherence to policies, a belief in equity and inclusion, and maintaining confidentiality are essential for success.

**Minimum Qualifications:**

There is a minimum requirement of a valid Oregon School Administrator’s license and at least 5 years’ experience in special program management, and budgeting with recent successful experience in the management of an education program. Working knowledge of general and special education practices and pertinent laws is required. Master’s degree in special education or closely related field required. Must have access to reliable transportation and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

**Preferred Qualifications:**

- Fluency in Spanish

**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 position.

While performing the duties of this position, the employee is regularly required to: talk, hear, walk frequently, sit, stand, stoop, kneel, crouch, crawl, use hand dexterity for computer work, handle items, reach with hand and arms, lift and/or move up to 30 pounds and occasionally up to 50 pounds and see close and at a distance, have peripheral vision and the ability to adjust focus. Workloads are heavy and timelines may be unreasonably short at times. Requests and issues are often received which require immediate attention and conflict with other priorities.

**Terms of Employment** Salary, benefits, and vacation are established by policy and contract.

Shift Type  
Salary Code

<b>Full Time</b>	<i>Salary Range</i>	<b>\$136,000.00 to \$139,000.00</b>
<b>Annual</b>	<i>Job Category</i>	<b>Administrator</b>

External Job Application  
Location  
Minimum Qualifications Screening

**OR Teacher Application**  
**2500 Twin Knolls**

Internal Job Application  
Posting Status

**OR Teacher Application**  
**Active**

**Job Application Timeframes**

Internal Start Date **01/17/2025**  
Internal End Date **02/09/2025**

General Start Date **01/17/2025**  
General End Date **02/09/2025**

**Job Pools**

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

**Alternate Job Contact**

<i>Name</i>	<b>Debi Brazelton</b>	<i>Title</i>	<b>Chief Human Resources Officer</b>
<i>Location</i>	<b>High Desert Regional Education Center</b>	<i>Phone</i>	<b>541-693-5685</b>
<i>Email</i>	<b>debi.brazelton@hdesd.org</b>		

**References**

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