



NOTICE OF OPEN POSITION

DIRECTOR OF SPECIAL PROGRAMS NEWBERG DUNDEE PUBLIC SCHOOLS

POSTING DATE: December 20, 2024

CLOSING DATE: January 10, 2025

JOB SUMMARY:

Collaborate on a vision for Special Programs in Newberg Dundee Public Schools, and then create the systems to implement this vision. Plan, coordinate, and supervise the operation of special education, home-school, tutoring, nursing, school psychologist and homeless programs to maximize the educational opportunities and benefits available to students. Provide and create leadership in district and school staff. Represent the district in Individual Education Plan meetings with outside agencies. Develop and monitor applicable budgets. Coordinate staff development. Participate as an active member of the superintendent's cabinet.

QUALIFICATIONS:

Knowledge, Skills, Abilities: Knowledge of: Special Education laws and regulations; budget management; how schools work; and is familiar with the role of special programs in the schools. Skilled in: Systems thinking and systems creation; Supervision of staff; personal integrity, honesty and fairness; experience in file review, specially designed instruction and current law; proactive, decisive style of leadership in staff evaluation, staff development and improvement of staff performance; leadership, direction and support to staff. Ability to: Maintain positive working relations with students, parents, and staff; communicate clearly.

Experience:

Prior experience as a building principal, special education teacher and/or administrator.

Education:

Administrator Licensure, Masters Degree and/or extensive experience in Special Education or a related field.

Licensure Required:

Valid Oregon Administrative License from TSPC; valid Oregon license in a special education area or a related field through TSPC.

ESSENTIAL JOB FUNCTIONS:

1. Serve on the district cabinet, Administrative Team, and attend principals' meetings.
2. Develop and implement procedures related to special education and other special programs.
3. Make recommendations in recruitment, selection, placement, assignment and transfer of special program staff.
4. Promote staff involvement in curricular and special project development activities.
5. Supervise the referral, assessment, placement and instruction of students with disabilities.
6. Coordinate medical and therapeutic services for selected students.
7. Supervise district programs of Learning Resource Center, Life Skills, Intensive Learning Center, Behavior Intervention Program, and Speech/Language services.
8. Coordinate procedures and approve expenditures for out-of-district placements when appropriate for students with disabilities.



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9. Serve as district representative to the Special Education Parent Advisory Committee.
10. Develop and administer the special education budget and other special program budgets.
11. Serve as district liaison to Educational Service District, Mid Oregon Regional Program, private schools, other districts, and other agencies in special program matters.
12. Serve as district liaison to Department of Education for special education matters and other areas as needed.
13. Serve as district liaison between community, government, and private agencies in developing and writing grant proposals.
14. Coordinate the transportation of special education students with transportation contractors as needed.
15. Monitor the development of student Individual Education Plans and all related paperwork.
16. Provide leadership for the special program staff of the district.
17. Assure implementation of procedures for students receiving home schooling.
18. Serve as liaison with courts concerning adjudicated youth.
19. Remain current with laws, case law and regulations pertaining to special education.
20. Represent the district in conferences and hearings concerning district implementation of special education programs and Individual Education Plans.
21. Oversee school psychological services of the District.
22. Develop and implement procedures as related to Section 504.
23. Administer all student services including health services, student records, testing, and data services.
24. Supervise the District Health Nurses.
25. Establish and administer student home tutoring program.
26. Serve as district liaison with Providence Newberg Hospital.
27. Serve as district Hearings officer for student disciplinary hearings.
28. Perform other duties as assigned.

JOB REQUIREMENTS:

- Language Skills:** Ability to read English and comprehend complex technical language. Ability to write memos and correspondence in English. Ability to effectively present information in one-to-one small and large group situations. Ability to conduct formal meetings and facilitate informal meetings.
- Mathematical Skills:** Ability to perform basic mathematical calculations with a high degree of accuracy.
- Reasoning Ability:** Ability to apply common sense to carry out detailed, but basic, written or oral instructions in English. Ability to deal with problems involving a few concrete variables in standardized situations.
- Other Skills and Abilities:**



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Ability to work collaboratively and establish and maintain effective working relationships with co-workers, supervisor(s), staff, students, parents and community.

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 job.

While performing the duties of this job, the employee is frequently required to walk and may be continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 10 pounds. The employee may be required to sit at a desk and use a computer for long periods of time.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Works in a school environment Able to use telephone, operate a computer, and use other office equipment. Able to drive to other program sites and meetings.

TERMS OF EMPLOYMENT:

Twelve-month period with vacation time as established.

CLASSIFICATION/LOCATION:

Administrative, Full Time, **TEMPORARY POSITION FOR 2024-2025.**

CALENDAR/BENEFITS:

8 hours per day; 260 day contract, starting immediately upon hire. Salary range \$143,790- \$153,711 in accordance with the 2024-2025 Administrator I Salary Schedule, prorated by remaining workdays in contract.

Newberg School District pays 6% PERS contribution, provides a generous insurance cap, long-term disability and life insurance. Optional Life, AD&D insurance, Short Term Disability, Tax Shelter Annuities, Section 125 health and dependent care accounts, Tuition Reimbursement, Professional Development and Employee Assistance Program through Canopy are available to all staff. Coaching opportunities are also available.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this or similar. Positions and additional duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations to enable individuals with disabilities to perform the essential functions of this job may be made. Newberg Public Schools is an Equal Opportunity Employer and Actively Seeks Minority Applicants. The District complies with Equal Opportunity/Affirmative Action/Title IX Requirements Applicants who best meet the requirements of the position will be invited for an interview.

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