



## POSITION AVAILABLE

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**JOB STATUS:** OPEN

**POSITION TITLE:** DIRECTOR, SPECIAL EDUCATION AND ENGLISH LANGUAGE DEVELOPMENT

**POSTING NUMBER:** AD04-14

**POSTING DATE:** 01/31/2014

**CLOSING DATE:** 02/28/2014

**LOCATION:** ADMINISTRATION BLDG

### JOB INFORMATION:

#### SUMMARY OF ASSIGNMENTS:

The Director, Special Education & English Language Development provides leadership and support of the implementation of the instructional programs and related services for all students with disabilities and students needing language development support to reach K-12 standards. This position will work closely with and in support of building educational teams.

#### RESPONSIBILITIES:

1. Monitor the management of special education programs with respect to attainment of all compliance features and due process guidelines established within P.L. 105-457.
2. Implement and maintain compliance features related to appropriate comprehensive evaluation of students, established individual educational plans, and due process procedures.
3. Facilitate the implementation and maintenance of special education procedures as outlined by the program council in compliance with P.L. 105-457 and the current WAC rules and regulations as issued by the State Department of Special Education.
4. Supervise the collection and documentation of disabled student enrollment and the facilitation of this information to the P-223H forms.
5. Work closely with the transportation supervisor in scheduling busing arrangements for students with disabilities pertaining to their respective regions.
6. Provide support to all school principals within their areas of responsibility regarding special education program needs and STBP, Title III and other guidelines and regulations for students in need of ELD supports.
7. Manage fiscal responsibility for assignment including allocations,

- encumbrances, and expenditures in a fiscally prudent manner. Prepare and manage budget and igrant applications in coordination with other district personnel.
8. Develop and maintain effective school/community relationships, interpret program to the community, and enlist the participation of the community in school life.
  9. Facilitate the process of interviewing and recommending special education and ELD applicants to be assigned.
  10. Supervise and evaluate certificated and classified personnel, as appropriate.
  11. Supervise the special education and ELD administrative team and related site councils to work cooperatively with administration, staff, students, and parents to develop a consistent and effective service delivery model throughout the district.
  12. Identify special education and ELD program needs, staff distribution, personnel assignments, and other related issues pertaining to the implementation of services.
  13. Identify the professional development needs of those certificated and classified personnel within the assigned responsibilities and facilitate the implementation of professional growth.
  14. Appropriately identify and provide early intervention to students needing special education and ELD services.
  15. Coordinate and utilize community resources and parent groups for the effective development of services to students with disabilities within the assigned areas.
  16. Collaborate with all agencies as needed for the implementation of services to students with disabilities and ELD students and their families.
  17. Perform other duties as assigned by the Chief Academic Officer.

## **QUALIFICATIONS:**

1. Possess or qualify for a valid ESA, teaching certificate and/or program administrative credential endorsed in the state of Washington. Administrative endorsement and master's degree preferred.
2. Minimum of five years of successful professional experience in the field of special education or closely related assignment.
3. Demonstrated working understanding of the essential components within P.L.-105.457 as they apply to the WAC rules and regulations.
4. Demonstrated commitment to providing effective transition services to allow for a successful experience in mainstream classroom for special education and ELD students.
5. Possess a strong background in curriculum and instruction including an understanding of the instructional process and a variety of instructional techniques and a commitment to the improvement of instructional programs.
6. Demonstrated skill in staff leadership and supervision, including the ability to evaluate classroom instruction and to work effectively with teachers to improve instruction.
7. Demonstrated ability to establish effective working relationships with others including perceiving the needs, concerns, and personal problems of others; successfully dealing with people and emotional issues; resolving conflicts; motivating others; and designing activities to assist others in meeting organizational goals.
8. Exhibit a sense of vision and be able to project that vision in a variety of situations.
9. Demonstrated understanding of the change process and its relationship to current trends in public education.
10. Demonstrated strong commitment to the principles of trust, teamwork, accessibility, problem solving and collaboration.
11. Demonstrated ability to effectively plan, schedule, and use resources; reach logical conclusions and make high quality decisions using

appropriate decision-making processes; and take action and accept the responsibility for actions and consequences.

12. Demonstrated ability to use computer technologies to enhance instruction and management of administrative functions.
13. Demonstrated ability to communicate effectively in written and oral form, using language that is appropriate to the person or group.
14. Exhibit multicultural and ethnic understanding and sensitivity. Understand and be able to communicate effectively with all cultural groups in the school community.
15. Demonstrated ability to effectively represent the school, interact successfully with community groups, and to develop school/community relations, business partnerships, and other public service activities.

## OTHER INFORMATION:

WHAT'S SPECIAL ABOUT SPOKANE? (Click here for information) [What's Special About Spokane](#)

## APPLY TO:

- Apply online by submitting the Administrative application with all required supporting documents as indicated in the instructions. (Visit: [www.spokaneschools.org](http://www.spokaneschools.org); Employment Opportunities.) Completed applications must be submitted online prior to 5:00 p.m. on the indicated closing date.
- Please address all additional materials to Tennille Jeffries-Simmons, Chief Human Resources Officer, Human Resources, 200 N. Bernard, Spokane, WA 99201. Information regarding this posting can be obtained by calling Human Resources at 509-354-7285.

Spokane Public Schools provides equal opportunities in education and employment and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX officer and/or Section 504/ADA coordinator. Title IX Officer, Steven Gering, (509) 354-7396 \* Section 504 Coordinator, Wendy Bleecker, (509) 354-7248 \* ADA Officer, Tennille Jeffries-Simmons, (509) 354-7265 \* Affirmative Action Officer, Angela Jones, (509) 354-5961 \* Equal Opportunity Officer, Ramon Alvarez, (509) 354-7344 \* 200 N. Bernard Street, Spokane, WA 99201. Click here for a list of the current compliance officers: [View EEO Information](#)

## TERMS OF EMPLOYMENT:

For the 2014-15 school year, the terms of employment include:

- Twelve-month, 260-day work year inclusive of 12 paid holidays and 28 paid vacation days.
- Current base salary schedule range is from \$104,057 to \$117,117 depending upon experience and earned degrees. In addition, the Director, Special Education and English Language Development receives a monthly supplemental payment and has the option of participating in a compensated performance goal program and the option of working additional compensated days outside of the normal contract workdays.

- Fringe benefits include medical, dental, vision, life, and disability coverage.
- Other terms and conditions of employment as provided by board policy.
- Terms of employment for the 2014-15 contract year, commencing on July 1, 2014, are subject to increase as provided by the school district's board of directors.

**Employee Group**

Administrative

**START DATE:**