DIRECTOR OF SPECIAL SERVICES

APPLY

Anticipated Start Date: July 1, 2020
View complete description and application at: HTTPS://MOSESINKESCHOOLS.TEDK12.COM/HIRE/INDEX.ASPX

QUALIFICATIONS

• Washington State Administrative Certificate
• Possess or qualify for Special Education Administrator’s endorsement
• Previous Special Education administrative experience preferred
• A minimum of 3 years successful teaching experience in Special Education preferred
• Demonstrated working knowledge of Washington State Special Education Law
• Demonstrated ability to work collegially with regional health agencies
• Effective problem solving skills and willingness to think creatively
• Strong organizational skills
• Excellent communication skills

TERMS

260 days plus benefits per the Administrator’s Agreement
Reports to: Director of Student Support Services

RESPONSIBILITIES

• Facilitating iGrants, State Audits, Contracted Services, OSPI complaints, and Secondary IEP Meetings
• Facilitation and leadership for a diverse department serving the needs of students and their families
• Supervision and evaluation of Department Psychologists; OT/PT Personnel, Department Coaches, School Nurses, SLP’s, and the Assistant Director
• The ability to recruit, train, and retain staff members for Special Services
• Coordinate with Assistant Director and/or school psychologists to facilitate interdisciplinary team meetings to determine eligibility of students
• Facilitate and nurture parental group relationships with Special Services department
• Prepare and administer the local Compliance Plan for the Individuals with Disabilities Education Act
• Maintain access and dissemination of information concerning special education and other programs
• Manage compliance with the requirements of State Department and Public Law 94-142
• Oversee administration of Medicaid billing process and Homebound/Hospital Teaching Program
• Administer the Extended School Year Summer School Program for students with disabilities according to state regulations
• Develop and manage department budget
• Ensure district compliance with FAPE, LRE, and other pertinent federal and state laws.
• Provide orientation programs for new staff concerning special education services
• Administer and coordinate activities that provide in-service training to special education personnel.
• Provide building level support and ensure IEP compliance