

# We're Hiring!



1620 SOUTH PIONEER WAY • MOSES LAKE, WA 98837

## DIRECTOR OF SPECIAL SERVICES

### APPLY

Anticipated Start Date: July 1, 2020

View complete description and application at:

[HTTPS://MOSESLAKESCHOOLS.TEDK12.COM/HIRE/INDEX.ASPX](https://moseslakeschools.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