



EDUCATION ADMINISTRATOR

Education Administrator job descriptions vary from department to department as the functions are designed to meet each individual programmatic need. This job description outlines the essential functions required to fulfill the duties of an administrator in the **Student Services Department (SSD)**.

Position Summary

The Education Administrator in the Student Services Department (EA-SSD) directs District personnel practices, policies, and programs including employee recruitment and staffing, labor/employee relations, risk management, and affirmative action. The EA-SSD directs District and Lane Regional special education practices, policies, personnel and special programs; leads district teams in crisis management involving special education issues; guides building and district teams around legal, mediation and disciplinary issues related to special education; guides district-wide instructional leadership; manages instructional programs for special education students at elementary, middle and high levels; department fiscal management; oversees special education data systems, management, state and federal reporting; administers special programs such as Home Instruction, Pathfinder, Life Skills Network, Early Intervention, Intensive Services for Students with Autism, Deaf and Hard of Hearing, Vision and Orthopedic programs, and special education in the district's Charter Schools.

Supervisory Relationship

This position reports to the Director of Student Services Department and will supervise professional and classified staff.

Essential Functions

- A. Manages District's Special Education Programs & Services (Goals)
 - a. Directs student service and placement options to provide least restrictive learning opportunities for all students while managing personnel and program services and promoting academic achievement for all students;
 - b. Provides legal guidance and interpretations to resolve student placement questions, IEP management, and compliance with state and federal regulations.
 - c. Facilitates complex special education meetings to resolve issues related to placement, services and personnel hiring.

- B. Directs disciplinary actions, manage crises and high-needs students
 - a. Directs discipline and disciplinary placement related to special education to ensure compliance with IDEA
 - b. Directs discipline for special programs such as Pathfinder, Life Skills Network, Community Living Program, Home Instruction, Charter Schools, Intensive Services for Students with Autism, Deaf and Hard of Hearing, Vision
 - c. and Orthopedic programs, and out of district placements

C. Provide instructional leadership

Provide on-going staff training and guidance related to special education services, regulations and guidelines, curriculum integration, high school realignment, K12 articulation, math realignment, special education integration; district level strategic planning committees to ensure that special and regular education staff are knowledgeable regarding special education issues

D. Curriculum oversight

- a. Establish and co-facilitate integration between regular and special education in core curricular areas to ensure academic achievement for all students;
- b. Interface with State and Federal guidelines to ensure accessibility to curriculum and programs for all students

E. Staffing/ staff management

- a. Direct district-wide special education hiring of certified and classified staff in order to provide a diverse and qualified workforce and meet the ongoing hiring needs of the buildings and district;
- b. Provide on-going observations and evaluations to meet contractual obligations;
- c. Initiate, coordinate and monitor Plans of Concern and Assistance to provide on-going support for licensed and classified employees;
- d. Recruit nationally for teachers and specialists in the areas of blind, deaf, hard of hearing and visually impaired.
- e. Hire and manage complex staffing scenarios such as teaching part-day, private school or home schooled students to ensure IDEA services and student rights.

F. Manage parent, community & agency relations

Collaborate with community stakeholders and multiple agencies to ensure legal and appropriate instruction, transition services and placement.

G. Oversee fiscal operations

- a. Prepare reports and data related to mandatory reporting for agencies such as ODE and ESD
- b. Prepare and monitor grant budgets for Lane Regional
- c. programs
- d. Prepare information to allow SSD to award and monitor contracts for other Lane County School Districts who purchase slots in 4J programs
- e. Co-direct ESS budget and allocation of funding across K-12 and alternative education services for special education students.

H. Oversee facilities operations

- a. Provide daily leadership in building operations:
- b. Pathfinder, Life Skills Network, Community Living Program, Home Instruction, Early Intervention as the program administrator for staff and students
- c. Oversee movement of special education programs from site to site to ensure program, student and staff balance among buildings
- d. Create adequate sensory spaces as needed in various buildings throughout the district to meet the needs of students.

I. Direct data and information collection systems, and federal/state reporting

- a. Manage special education records department, data and,
- b. IEP collection to respond to information requests or requirements from parents, 4J school district committees (equity, school board), other school districts, community agencies, federal and state guidelines.
- c. Lead data analysis for state and district reporting (AYP, SECC, and Spring Membership) related to special education students and Federal and State compliance.
- d. Lead training, staff development and administration of the Extended State Assessments to comply with federal and state guidelines.

Required Knowledge, Skills and Abilities

- Ability to interact with diverse groups of people.
- Ability to perform well under pressure and tight deadline.
- Ability to problem solve.
- Ability to interpret legal documents, laws, regulations and policies.
- Strong written and oral communications.
- Ability to engage in difficult conversations.

Minimum Qualifications

Education

Bachelor's Degree in Education, Special Education or related field, a Master's Degree preferred. Oregon Administrator license is required.

Experience

Six years (6) years of experience: 4 as a successful teacher and 2 as an administrator, experience in the area of special education required. Supervisory experience required.

Highly Desired: Knowledge in Special Education laws and regulations; knowledge of disabilities (504); experience interpreting policies and procedures.

Work Environment

- Duties are performed in office, school, and community settings.
- Execution of responsibilities may require work beyond the standard workday and workweek.

ADDITIONAL INFORMATION	
Employee Unit	4J Association (4JA) - Professional
Pay Grade	Grade 12
Developed by	Dr. Cheryl Linder, Director of Student Services Department and Dr. Celia Feres-Johnson, Director of Human Resources
Approved by	Dr. Cheryl Linder, Director – Student Services Department and Dr. Celia Feres-Johnson, Director of Human Resources
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