

To apply, please go to
WWW.NWRES.D.ORG and click on
 the Careers tab, or, send your
 resume to
resumes@nwresd.k12.or.us

Special Education Coordinator

JobID: 1216

Position Type:

Administrator/Administration

0

[Email To A Friend](#)

[Print Version](#)

Date Posted:

5/30/2018

Location:

NWRESD - Washington County

POSITION: SPECIAL EDUCATION COORDINATOR

POSITION LOCATION: WASHINGTON SERVICE CENTER

DEPARTMENT: SPECIAL STUDENT SERVICES

REPORTS TO: DIRECTOR OF K-12 SPECIAL EDUCATION

SUPERVISES: Licensed Staff and Classified Support Staff

SALARY: [Administrative Salary Schedule, Coordinator/Principal](#) (220 days)

FTE: 1.0

DAYS PER YEAR: 220

START DATE: 07/02/2018

GENERAL DESCRIPTION:

This position is responsible for the overall operation and supervision of the ESD's School Psychologists and Autism Consultants in Washington, Clatsop, Tillamook, and Columbia Counties.

QUALIFICATIONS: Knowledge, Skills and Abilities Required:

1. Valid Oregon Administrator's License
2. Valid Oregon Driver's License and vehicle insurance
3. Related experience as a teacher or administrator
4. Strong communication skills (written and oral)
5. Strong interpersonal and leadership skills
6. Willingness to work hours as needed to meet the needs of the local school districts and the Related Services program
7. Ability to work with diverse populations
8. Ability to understand and effectively work with state and federal budgetary resources

9. Strong decision making abilities.
10. Creative and collaborative problem solving abilities.

ESSENTIAL FUNCTIONS:

1. Coordinate and supervise the delivery of the ESD's school psychology and ASD services.
3. Assure that all ESD psychologists and ASD consultants comply with applicable federal and state statutes and regulations.
4. Evaluate the effectiveness of school psychology and ASD services and recommend improvements.
5. Consult with local districts on the implementation of the ESD's school psychology and ASD services.
- 6.
7. Provide advice and guidance on mental health matters to local districts when requested.
8. Serve as liaison between the ESD and the Oregon Department of Education and other state and federal agencies and organizations regarding school psychology and ASD services.
9. Prepare and submit required project proposals and reports for the ESD on matters relating to school psychology and ASD services.
10. Participate in the selection, assignment, professional development and evaluation of school psychologists and autism consultants.
11. Develop and recommend Department budgets.
12. Manage departmental expenditures to stay within budgetary guidelines.
13. Serve as a member of the ESD's Leadership Team.
14. Monitor board policies related to mental health services and recommend appropriate additions or modifications as is necessary to comply with all state and federal laws.
15. Perform other duties and responsibilities as assigned.

WORKPLACE EXPECTATIONS

- o Demonstrate support for NWRES D Mission and Values and Strategic Plan Goals
- o Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- o Work effectively with and respond to people from diverse cultural backgrounds
- o Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians
- o Hold expectations for high performance of self
- o Demonstrate computer literacy and operate software programs as related to job responsibilities
- o Maintain accurate, complete and confidential records as required by law and District policy and regulations
- o Maintain the integrity of confidential information relating to a student, family, colleague or NWRES D patron, and use or relay confidential information only in the course of performing assigned responsibilities
- o Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- o Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- o Work collaboratively with other departments

LANGUAGE SKILLS:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information in one-on-one and small group situations to component districts and employees of the organization.

MATHEMATICAL SKILLS:

Ability to perform advanced mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out detailed written or oral instructions. Ability to deal with problems involving multiple complex variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to work collaboratively. Good organization and math skills; ability to perform job and communicate in a busy environment. Ability to establish and maintain effective working relationships with staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands strength rating reflects the estimated overall strength requirements of the job. The strength rating is expressed by one of the five terms: Sedentary, Light, Medium, Heavy and Very Heavy. This position is classified as Sedentary.

Human Resources has available detailed description of physical demands for agency positions. During the final hiring process, you will need to review physical demands of your position.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work is generally performed in an office environment with usually low noise levels. Travel to various sites may be required.

Work is performed in a standard office setting.

Daily:

- Requires regular focus on a computer screen
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling

Weekly:

- Dealing with distraught or difficult individuals

NOTE: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the ESD's goals.

EQUAL OPPORTUNITY EMPLOYER

NWRESD recognizes the diversity and worth of all individuals and groups. It is the policy of NWRESD that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities, or employment.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Chief Human Resources Officer at 503-614-1482 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.

Attachment(s):

- [Administrative MOA](#)
- [Administrative Salary Schedule](#)

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by applicant tracking, a product of Frontline Education.