



We are pleased to announce that we are seeking qualified applicants for the position of
EXECUTIVE DIRECTOR OF SPECIAL PROGRAMS AND SERVICES

POSITION(S): 1 Executive Director of Special Programs and Services
40 hours/week, Mon-Fri, 227 days/year

LOCATION: High Desert Regional Education Center, Redmond

START DATE: July 1, 2019

SALARY RANGE: \$98,000 - \$103,000 per year
Benefits include family insurance package, vacation, sick leave and paid holidays, generous PERS contribution.

QUALIFICATIONS: DEFINITION
The Executive Director leads the planning, development and implementation of all K-12 special education programs within the ESD. The Director provides leadership, guidance and direction to support service staff to set and achieve the highest standards of excellence, and provides sound and visionary education programs and student support services for children and families. Supervision and staff training is required.

QUALIFICATIONS

There is a minimum requirement of a valid appropriate Oregon School Administrator’s license and at least 5 years’ experience in special program management, and budgeting with recent successful experience in the management of an education program. Working knowledge of general and special education practices and pertinent laws is required. Master’s degree in special education or closely related field required. Must have access to reliable transportation and consistent attendance is required.

Please see attached job description for additional information and responsibilities.

APPLICATION PERIOD: Closes 5:00pm, Friday, April 19, 2019

CONTACT: **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**
Jayel Hayden, 541.693.5685, jayel.hayden@hdesd.org

A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDESD website www.hdesd.org)
- Three (3) professional letters of recommendation

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Specialist
High Desert ESD
2804 SW Sixth Street
Redmond Oregon 97756
Fax 541.638.9654
kristen.johns@hdesd.org

If you currently hold a regular position with HDESD, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDESD requires employee’s wages be paid via direct deposit to a bank account or paycard.

APPROVED: 3/12/19
_____ DIRECTOR OF HUMAN RESOURCES

EXECUTIVE DIRECTOR SPECIAL PROGRAMS & SERVICES

Definition The Executive Director leads the planning, development and implementation of all K-12 special education programs within the ESD. The Director provides leadership, guidance and direction to support service staff to set and achieve the highest standards of excellence, and provides sound and visionary education programs and student support services for children and families. Supervision and staff training is required.

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Classification Administrative

Reports To Superintendent

Performance Responsibilities

1. Direct the delivery of educational and student support programs
2. Recruit, select and assign qualified staff members to deliver services within programs
3. Develop and oversee budgets that meet the requirements of the funding agencies, follow ESD procedures, and ensure the most efficient and effective use of resources
4. Plan and implement staff development activities that meet identified program needs and increase the expertise of staff
5. Oversee compliance both at the federal and state levels for programs under IDEA and ODE state contracts
6. Be responsible for Systems Performance Review and Improvement from ODE
7. Ensure requirements for program oversight and direction are met
8. Serve as liaison between the Oregon Department of Education and other public and private organizations relative to special education and related general education
9. Work closely with regional Special Education Directors in planning and implementing special services delivery in the Central Oregon Region
10. Collaborate with community agencies and providers of public and private services to children and their families to strengthen the continuum, increase service options, limit duplication, and increase efficiency and economy of effort
11. Supervise and evaluate classified and licensed staff in accordance with HDESD evaluation procedures
12. Ensure program cooperation in child find activities
13. Submit state required reports in Special Education and ODE state contracts and grants
14. Direct the completion of program reporting activities
15. Lead staff to develop and implement programs and services which reflect current research and best practice
16. Pursue new or additional sources of funding which will improve the caliber and quantity of services within the ESD
17. Follow and support ESD policies and procedures
18. Work cooperatively and harmoniously with clients, co-workers and supervisors
19. Respect and maintain confidential information in all situations
20. Communicate appropriately and regularly through use of email
21. Fulfill other related duties as assigned

Terms of Employment Salary, benefits and vacation are established by policy and contract

Evaluation Annually by the Superintendent