

Job Title: Special Populations Executive Director
Job Family: Certified
Pay Program: Administrative
Prepared/Revised Date: July 1, 2016

Job Code: 3095
FLSA Status: Exempt - E
Pay Range: L 19
Work Year: 12 months

SUMMARY: Serves as part of the Learning Services team whose primary responsibilities are to: support schools, lead a comprehensive vision for teaching and learning and to model the way regarding best practices within the district. Provide senior level, district-wide leadership to schools and other departments in regard to best practice for English language learners, special education and gifted and talented students. The scope of responsibility for this position includes leadership, supervision, guidance and support for all school support staff across special populations. Provide leadership for strategic professional development programming for teachers aligned to special populations, in collaboration with the district professional learning team and district-wide beliefs about adult learning. A large portion of the role will include advocacy and education across the Learning Services departments in regard to best practice and programming for special populations. Responsible for creating and monitoring budgets and administering functional and compliance areas for special education, English learner programming and gifted and talented education.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide overall district vision and leadership for programming across special populations, including special education students, English learners and gifted learners.	Ongoing	10%
2. Monitor the effectiveness of programming for special populations and provide guidance to the chief academic officer, superintendent and senior staff on necessary programmatic changes and expectations to ensure increased student achievement for special populations.	Ongoing	10%
3. Supervise and lead a team of 4-5 directors, central instructional/certified and classified staff to support effective implementation of programming for special populations.	D	30%
4. In partnership with the teacher and principal professional learning director, design and lead effective district-wide professional development strategy in support of special populations. Ensure alignment with district beliefs for professional learning, district program models for special populations, and district, state and federal requirements related to programming for special populations.	Q	10%
5. Build relationships and tactical knowledge of school-based needs for special populations and strategically use those relationships and that knowledge to guide a team of directors in support of schools, principals, teachers and students.	Ongoing	10%
6. Oversee state reporting and compliance for special populations, including preparation and submission of all reports and data for federal, state and district monitoring in regard to special populations.	Q	5%
7. Lead and manage multiple budgets and grants such that they align and support programming models for special populations and district, state and federal policy for funding special populations.	M	10%
8. Liaison with Colorado Department of Education and state agencies as the district representative for special populations.	M	5%
9. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in education plus additional course work required for certification or licensure in educational leadership.
- Minimum of (5) five years of experience in the field of public education, with leadership experience in serving at least one or more special populations of students (special education, English learners or gifted students).

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado principal license.
- Criminal background check required for hire.
- Colorado administrator license with director of special education endorsement preferred.
- Endorsement in culturally and linguistically diverse preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to build strong relationships with multiple stakeholders and view complex issues from multiple perspectives.

- Knowledge of legal issues and requirements related to all areas of special education, English learners and gifted students.
- Demonstrated skills in facilitation, negotiation and conflict resolution.
- Demonstrated skills in data gathering and analysis, project planning and evaluation.
- Demonstrated skills in working with district staff, parents and students on issues related to discipline and curriculum implementation.
- Knowledge of student information systems.
- Highly self-motivated, self-directed and goal oriented.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to maintain confidentiality related to student information and personnel matters.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Academic Officer	100223

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Student Support Services, Director	2	3026
	Executive Assistant, Learning Services	1	3190
	Secretary	1	1320
	Business Application Support Clerk	1	050201
	Advanced Academics Director	1	30ACDR
	Language Acquisition Director	1	5007

- Supervisory responsibilities include hiring, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for creating and monitoring the district budgets for Special Education, Advanced Academic and Gifted Services and English Language Learner Programming.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct		X		
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills			X	
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	