

Director of Special Services Cashmere School District

The Cashmere School District is seeking a dynamic leader to carry on the quality work already in progress developing the district culture and instructional programs to ensure that all students with disabilities are included and engaged in meaningful learning; this leader will maintain compliance with state and federal laws, regulations and reporting practices; manage staffing and program decisions; and provide direct support and assistance to building and district administrators.

IMMEDIATE SUPERVISOR: Superintendent

EDUCATION AND EXPERIENCE REQUIREMENTS

- Possess or be eligible for a Washington State administrator certificate
- Successful teaching and / or administrative experience planning, implementing, monitoring, and evaluating special education
- Five or more years of teaching experience
- Master's degree in education and / or special education

ESSENTIAL JOB FUNCTIONS

- Building and maintaining positive and transparent relationships with community, family, school staff, and school board to support better outcomes for students with disabilities at Cashmere School District
- Identify, plan, and utilize data to establish goals in guiding the direction of the special education and student services programs to ensure alignment with district, state and federal standards; monitor changing needs and challenges; and recommend and implement necessary actions to meet new challenges
- Ensure an appropriate curriculum, program, and continuum of services are developed and implemented for special education eligible students, including 504 accommodations
- Successful experience working and / or teaching with other adults / teachers
- Work closely and cooperatively with other administrators to ensure effective integration of service delivery with other curriculum and instruction programs in alignment with best practices, effective outcomes, and available resources
- Develop assigned budgets in alignment with district and program goals and external regulations; ensure that expenditures of approved budgets are in conformance with budget allocations, fiscal procedures, and state and federal fund sources restrictions
- Maintain current knowledge of rules, regulations, legislation, technology, and procedures governing special education and Section 504
- Oversee determination of eligibility, out-of-district placements, contractual agreements, and agency-related services within all areas of responsibility
- Oversee district safety net application and compliance
- Maintain accurate program records and ensure the preparation of local, state, and federal reports and grants
- Supervise and evaluate both certificated and classified staff as assigned
- Oversee speech, hearing, occupational and physical therapy services for the district
- Coordinate placement, Child Find, and other programs accessed by students with special education needs
- Coordinate services across multiple schools and district programs as well as community entities
- Work cooperatively with the transportation department to plan transportation for special education students (P-12)
- Perform related duties as assigned

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PERSONAL CHARACTERISTICS

- The Special Services Director must:
 - Ability to build relationships based upon trust and mutual respect
 - Able to be a team player and to think strategically
 - Able to be approachable, personable and willing to display a sense of humor when appropriate
 - Ability to make tough decisions
- Proven background of effective communication and interpersonal skills with students, parents, staff and community
- The Director must set high standards for himself / herself and others while holding people accountable to those standards
- The Director must have the leadership skills necessary to build a consensus of support and staff cohesion
- The Director must demonstrate that he / she recognizes the difficult role staff plays and that their work is valued and supported

TERMS OF CONTRACT

- Salary is competitive and based upon experience
- Contract: July 1, 2022 – June 30, 2023 (213 days per year)
- Leaves / Benefits: As per District Policy 5600: Employment Policies for Administrative Staff

APPLICATION PROCEDURE

Posting Date: June 1, 2022

Closing Date: Open until filled

Applicants should submit the following:

- Letter of Application/Cover Letter
- One/two-page statement relating to training, experiences and professional accomplishments appropriate to the position
- Professional Résumé
- Minimum of five letters of recommendation
- Washington State Administrative Certificate

Completed application materials may be submitted via Fast Track, our online employment system found here: <https://www.cashmere.wednet.edu/domain/156> or mailed to Carmen Ibarra, Administrative Assistant, Cashmere School District, 210 S. Division, Cashmere, WA 98815 (509) 782-3355. Selected applicants will be contacted for a personal interview. The district reserves the right to keep the position open until filled.

Statement of Non-Discrimination

Cashmere School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator – Scott Brown, 329 Tigner Rd, Cashmere (509) 782-2914 sbrown@cashmere.wednet.edu

Civil Rights Compliance Coordinator – Glenn Johnson, 210 S Division, Cashmere (509) 782-3355 gjohnson@cashmere.wednet.edu

Section 504/ADA Coordinator - Lisa Avila, 101 Pioneer Ave, Cashmere, (509) 782-2710 lavila@cashmere.wednet.edu