

### Clackamas Education Service District

Clackamas Education Service District is one of Oregon's 19 ESDs charged with providing programs for children with special needs, technology support, school improvement, and administrative services to local school districts and the Oregon Department of Education. Clackamas ESD serves ten school districts in Clackamas County, including Canby, Colton, Estacada, Gladstone, Lake Oswego, Molalla River, North Clackamas, Oregon City, Oregon Trail, and West Linn – Wilsonville. These districts range in size from about 650 to 17,500 students. There are approximately 57,500 students in the ten school districts.

Clackamas ESD offers a comprehensive set of services through the following departments: Curriculum, Instruction, and Evaluation Services; Network and Information Services; and Special Education Services. Constituent school districts annually approve the programs and services provided by CESD.

#### Special Education Department programs and services include:

- **Child Evaluation & Service Center** evaluates children/students birth to age 21 with suspected disabilities
- **Early Childhood Special Education** provides a range of services for children with identified disabilities ages 3-5 in a variety of environments
- **Early Intervention** provides home-based services to children, birth to 3 and their families
- **Life Enrichment Education Program (LEEP)** provides K to post high instruction for eligible Clackamas County students in self-contained classrooms located as close to the students' homes as possible
- **Medicaid** provides training and technical assistance for Fee for Service and Administrative Claiming
- **Merrick and Cedar Bough schools** provide instruction for students with mental health challenges, ages 6-17, who are in residential treatment at Youth Villages-ChristieCare of Oregon
- **Occupational Therapy** provides personnel to work in local school districts
- **Therapeutic Schools** provide K-12 instruction to assist students in developing behavioral and academic skills

### Important Dates

Closing Date..... January 18, 2012  
Initial Interviews..... February 6-7, 2012  
Cabinet Interview..... February 10, 2012  
Superintendent Interview..... February 13, 2012  
Selection..... February 15, 2012  
Starting Date..... July 1, 2012

### The Application Process:

The following materials are required:

- A letter of application describing how your experience and education best qualify you for this position
- A current resume
- A list of five references with contact information

Background checks, including pre-employment drug screening, will be conducted on all finalists. Once received, application materials become the property of Clackamas ESD and must be retained by the ESD.

#### Submit all materials to:

Clackamas ESD  
Human Resources  
13455 SE 97th Avenue  
Clackamas OR 97015

Fax: 503-675-4200  
Email: [speddirector@clackesd.k12.or.us](mailto:speddirector@clackesd.k12.or.us)  
[www.clackesd.k12.or.us](http://www.clackesd.k12.or.us)

#### Equal Opportunity Employer

Clackamas Education Service District is an equal opportunity employer and complies with all applicable state and federal statutes and regulations in employment and district programs. Equal employment opportunity and treatment shall be provided in recruiting, hiring, retaining, transferring, promoting, and training of all employees regardless of the individual's race, religion, color, sex, sexual orientation, national origin, marital status, age, or disability.

**Drug-Free Smoke-Free Workplace**



Clackamas ESD invites  
applications for:

# Special Education Director

Clackamas Education Service District  
*Dedicated to Excellence through Leadership & Service*

# Clackamas ESD Special Education Director

## General Description of the Special Education Director Position:

The Special Education Director provides vision and leadership for Clackamas ESD's programs for children with disabilities in early intervention through post high school. The director is responsible for the provision of quality special education services to the ESD's clients, including local school districts, students, and their families. The director oversees the fiscal, human resources, and public relations operations within the department. The director is responsible for the department's compliance with the Individuals with Disabilities Education Act (IDEA). The director supervises the administrative leadership team of the department and serves as a member of the executive management team.

## Essential Functions:

- Leads, directs, and manages all special education programs and services to meet the needs of children, their families, and the local school districts
- Facilitates the use of evidence-based instructional practices in the delivery of services to children/students
- Recommends appropriate service and staffing levels; monitors and evaluates efficiency and effectiveness of service delivery models and makes modifications as needed
- Directs the development of special education program budgets; organizes resources within the department to accomplish the mission of the ESD and provide for the most effective and efficient delivery of special education services; assumes responsibility for the protection of departmental assets
- Represents the department's services, needs, and interests to the superintendent and other ESD department directors
- Plans strategically, gathers information, and analyzes ongoing and future directions for special education services
- Delegates responsibility and authority to personnel within the department consistent with ESD policy and practice
- Establishes communication strategies that provide for a flow of information to and dialogue with local school districts, department staff, and community/state organizations
- Collaborates with the ESD Human Resources Department to develop job descriptions and recruit, select, supervise, and evaluate department personnel

- Establishes working conditions which promote effective performance and a positive, productive work environment
- Coordinates the department administrative leadership team and supervises its members
- Manages the development and implementation of contracts with LEAs and other agencies for which special education services are provided, as well as contracts with personnel who provide special services
- Ensures legal and regulatory compliance for all special education programs, services, and activities
- Administers the labor contracts within the department
- Plans for the development of ongoing program evaluation strategies with the superintendent, advisory committee, and department staff that provide feedback and direction for special education services provided to the ESD clients
- Provides leadership to the local districts in the area of special education
- Guides the use of professional development resources to the accomplishment of department personnel goals
- Serves as a member of the Superintendent's Cabinet
- Serves as a liaison between the Oregon Department of Education and other public and private organizations relative to special education services
- Directs the preparation and submission of reports
- Coordinates the functions of the department's advisory committee

## Minimum Qualifications:

- Master's degree in special education or related field
- Appropriate administrative license as required by Teacher Standards and Practices Commission
- A minimum of five years of recent successful experience in special education administration in public education with skills sufficient to perform the essential functions
- A minimum of five years of recent successful experience supervising licensed and classified employees; experience supervising administrative employees preferred
- Comprehensive knowledge of current Oregon laws, policies, administrative rules, and model programs related to special education services for infants and toddlers through post high

- Comprehensive knowledge and demonstrated ability to apply concepts and rules of IDEA to situations requiring decisions related to department operations, policies, and procedures
- Comprehensive knowledge of current theory, research, and effective practices in the areas of evaluation and instruction in special education for children and students with a variety of disabilities
- Recently successful experience collaborating with executive-level administrators to achieve organizational goals
- Demonstrated ability to lead, organize, and align resources, and apply system change theory to the provision of services to students with disabilities
- Demonstrated ability to analyze complex situations such as personnel or program issues and to develop and implement corrective actions and strategies for departmental success
- Proven skill in providing strong leadership to build consensus among diverse groups, including department personnel, component school districts, and partner agencies
- Demonstrated ability to contribute to conditions that support all employees in striving for excellence in the face of ongoing change
- Demonstrated ability to manage complex multi-million dollar budgets from a variety of sources including the ESD general fund, contracts with local school districts, contracts with Oregon Department of Education, and contracts with partner private and public agencies

*Please refer to the job description on the CESD website for a complete list of minimum qualifications*

## Salary:

The current annual director salary for the 2011-2012 school year is \$112,904 for a 240 day contract; the employee pays the required 6% PERS contribution.

## Benefits:

Clackamas ESD offers a generous benefit package providing health, dental with orthodontia, and vision insurance; retirement through the Oregon Public Employees Retirement System (PERS); professional development allocation; and travel reimbursement. CESD is unable to offer relocation assistance.