



Twin Falls School District 411

Employment Application

Openings as of 1/7/2020

Director, Support Services

JobID: 4964

Position Type:

Administration/Director, Support Services

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Date Posted:

1/7/2020

Location:

Support Services

Date Available:

07/01/2020

Closing Date:

When Filled

JOB GOAL: Provide sound educational support for children with disabilities by coordinating services and developing resources

QUALIFICATIONS (minimum)

- o Master's degree with major in special education
- o Meet state certification requirements
- o At least two years teaching experience of which at least one year involved administration or supervision.
- o Such alternatives as the board may find appropriate and acceptable

Desired

- o Advanced graduate work beyond master's degree
- o Four years experience in teaching and administration

Salary Range Depending on Education and Experience - \$95,770.50 - \$118,573.00

Application Procedure:

Apply on-line

All recommendations for hire are tentative offers. Employment is contingent upon board approval, and successful completion of a federal background check and drug-free workplace pre-employment screening.

Attachment(s):

- o [Director Support Services.pdf](#)

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

Powered by applicant tracking, a product of Frontline Education.

Twin Falls School District #411 Job Description

Job Title:	Director, Support Services
Department:	Administration
Reports To:	Associate Superintendent
FLSA Status:	Exempt, 12 month year (salary as per administrator's salary schedule, 20 vacation days, one sick day per month, and three personal leave days/year).
Salary Range:	Per district administrative salary schedule
Prepared By:	Human Resources Department
Prepared:	12.30.01 (revised 4.24.07)
Approved By:	
Approval Date:	
Supervises:	Dual responsibility with building principal; directs all special education personnel, speech language pathologist, psychologist, audiologist, gifted/talented facilitator, social worker, and consulting teacher
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ESSENTIAL DUTIES include the following (or other duties assigned by Superintendent or Board)

- Conduct child find activities for the purpose of identifying exceptional children and developing programs to serve those identified.
- Keep informed of all legal requirements governing special education.
- Provide leadership in establishing new programs and developing improved understanding of existing programs.
- Work to develop and initiate programs for identification of exceptional children in the district.
- Assist in the implementation of supplementary procedures for referral, securing medical reports, psychological examinations, and placement of exceptional children.
- Assist in the recruitment, selection and evaluation of support service personnel.
- Plan and supervise the maintenance of record-keeping system.
- Accept responsibility for her/hers own professional growth and development; for keeping current with the literature, new research findings, and improved techniques; and for attending appropriate professional meetings and conventions.
- Assist and participate in child study team meetings as needed for special education placement.
- Assist in development of instructional materials budget and submit final orders to curriculum director.
- Develop in-service training for support service personnel.
- Process and submit required reports through the superintendent to the State Department of Education for programs designed to serve exceptional children.
- Develop and coordinate VI-B budget in district. Inform and obtain approval with superintendent for implementation of budget.
- Implement district policy for referral of children to outside agencies.
- Supervise and coordinate the district support service program.
- Supervise and coordinate the district special programs (counselors, grant directors, etc.)

- Assist in the recruitment, selection, and evaluation of support service personnel.
- Evaluate on an ongoing basis the total support service program, curriculum and procedures.
- Interpret the objectives and program needs of support service to the administration and staff.
- Recommend program and budgetary needs related to support services.
- Collaborate with the district test coordinator of state-wide testing program.
- Assist with proper coding of special populations.
- Assist with the training and implementation of the Idaho Alternative Assessment.
- Assist the superintendent and other administrative personnel in the preparation and analysis of statistical data obtained from the state-wide testing program.
- Serve as the district 504 coordinator, overseeing the implementation of section 504 educational requirements.
- Perform other tasks and assume other responsibilities as may be assigned.

PHYSICAL DEMANDS

- The physical demands and work environment indicated below are examples of the physical aspects this position classification must perform in carrying out essential job functions (reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).
- Persons performing service in this position classification will regularly exert 10 to 25 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but will involve walking or standing for extended periods of time. Occasionally, physical requirements include the ability to navigate multi-story buildings during an emergency situation.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

EVALUATION

- Evaluation of personnel conducted in accordance with district evaluation policy.

OTHER

Condition of Employment

Board approval and successful completion of federal background check and pre-employment drug free workplace screen.

License Requirement

- Possession of a valid Idaho Motor Vehicle Operator’s License.
- Insurability by the District’s liability carrier

Insurance Recommendation

On regular occasions, this job classification requires the employee to use his/her personal vehicle to conduct district business; therefore, personal auto insurance coverage of \$300,000 is recommended.

Job description received:

 Date/year

 Employee signature