

SOUTH KITSAP SCHOOL DISTRICT

Nurturing Growth • Inspiring Achievement • Building Community

EXECUTIVE DIRECTOR – OFFICE OF SPECIAL SERVICES

Reports To:	Superintendent	Bargaining Unit:	NRSUP
Department:	Office of Special Services	Salary Schedule:	22-23 NRSUP
Employment Type:	Certificated	Salary Range:	\$164,931- \$173,353
FLSA Status:	Salary	Adopted Date:	
Hours per Day:	8.0	Revised Date:	
Days per Year:	248 (+12 Holidays) = 260		

Belonging is a core value in the South Kitsap School District. We are passionate about building and sustaining an inclusive and equitable learning environment for all students and staff. We actively seek to understand the complex and rich identities of self and others and lean into and engage in courageous conversations. We know the educational environment is enhanced when diverse groups of people with unique ideas come together to learn and grow.

South Kitsap Employees Will:

- *Maintain and enhance a sense of belonging and success for traditionally marginalized populations.*
- *Cultivate and develop inclusive and equitable working relationship with students, families, staff and community members.*
- *Demonstrate understanding of our unique cultures and celebrate differences.*
- *Embrace and actively promote an inclusive and equitable learning environment.*

Summary:

The job of EXECUTIVE DIRECTOR – OFFICE OF SPECIAL SERVICES is done for the purpose of providing executive-level support for the Office of Special Services within the district. This position serves as a direct report to the District Superintendent, plans, implements, and supervises all special education programs within South Kitsap School District.

Essential Duties and Responsibilities:

- Provide strong leadership and innovation in special education and curriculum-related areas.
- Demonstrate in-depth knowledge of special education, both in instructional and administrative areas.
- Communicate effectively, both orally and in written form, with a wide diversity of staff, students and parents/community.
- Maintain strong professional and ethical standards and relationships with staff, students and parents.
- Effectively facilitate group planning work.
- Effectively supervise and evaluate both certificated and classified staff.
- Research and develop projects, including grant procurement, and present resulting reports to a variety of audiences.
- Maintain necessary records for proper fiscal management.
- Accurately interpret federal law and state rules and regulations as they relate to special education compliance.

- Work collaboratively with Human Resources to manage staffing allocations and hiring of related services staff.
- Manage state and federal grant programs in the area of special education.
- Coordinate and supervise all the special education programs in the district, including staff evaluations.
- Implement curriculum, program planning, preservice and in-service training for special education teachers.
- Coordinate and supervise assigned components of the special education program, including staff evaluations.
- Work in partnership with diverse groups to provide communication, secure support, and promote the mission of special education.
- Ensure compliance of district programs with applicable state and federal regulations.
- Evaluate all special education programs, facilities, curriculum, learning activities, materials and supplies, parent relationships, and teaching practices.
- Serve as a member of the Superintendent's cabinet.

Skills and Abilities to:

- Broad knowledge of curriculum and instruction programs with emphasis on special education. Extensive knowledge of state and federal regulations related to special education services.
- Ability to manage fiscal resources, develop budgets and allocate resources accordingly to meet the needs of students within the assigned area of responsibility.
- Serve as a liaison between central office and schools/work sites to fulfill the district's instructional vision.
- Strong oral and written communication skills.
- Strong interpersonal and leadership skills.
- Plan, execute, and manage strategic priorities from inception to conclusion.

Competencies:

- **Teamwork** – Exhibits objectivity and openness to others' views; gives and welcomes appropriate feedback; contributes to building a positive team spirit; puts success of team above own interests;
- **Planning/Organizing** – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; conserves organizational resources;
- **Computer Skills** – To perform this job successfully, an individual should have knowledge of computer operating systems;
- **Customer Service** – Maintains professional demeanor when dealing with difficult or emotional situations; responds promptly to staff, student and public needs; solicits feedback to improve service; responds to requests for service and assistance;
- **Mathematical Skills** – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals;
- **Interpersonal Skills** – Keeps emotions under control; remains open to others' ideas and tries new things; shows respect and sensitivity for cultural differences; promotes a harassment-free environment;

- **Oral and Written Communication** – Listens and gets clarification; responds well to questions; participates in meetings; read and comprehend written and verbal instructions; writes clearly and informatively;
- **Professionalism** – Approaches other in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments;
- **Quality** – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality;
- **Safety and Security** – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly;
- **Attendance/Punctuality** – Is consistently at work and on time; arrives at meetings and appointments on time;
- **Dependability** – Follows instructions, responds to management direction; takes responsibility for own actions; meets commitments; follows policies and procedures.

Working Conditions and Physical Demands:

The environmental factors described here are representative of those that may be present in the workplace while the employee performs the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

Work is performed primarily in an office environment and requires prolonged periods of sitting, some walking, and standing. Substantial telephone and in-person contact require the ability to communicate effectively

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking and 15% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in varying atmospheric conditions. Work environments during outreach events may include businesses, school districts, and industry worksites.

Requirements:

- Requisite education and experience to successfully perform the duties required.
- Demonstrates successful, recent leadership experience overseeing and implementing a variety of District-wide programs.
- Demonstrates ability to establish relationships and work effectively with diverse stakeholders within the school system and community.
- Demonstrates leadership and experience in supervision and evaluation of staff.
- Outstanding verbal and written communication skills.
- Strong analytical skills and abilities to scope and solve problems.
- Demonstrates leadership in supervision, budgeting, planning, organization, goal setting and results.
- Passion for building a positive culture and developing and maintaining collaborative

- working relationships.
- Demonstrate ability to create and implement new systems or changes through collaborative efforts to enhance adoption and minimize resistance.
- Acts with integrity in upholding, modeling, and establishing accountability for high professional and ethical standards.

Education and Experience:

- Current administrative credential and valid teaching certificate.
- Master's degree required; doctorate preferred.
- Minimum of three (3) years successful experience working in special education or related programs.
- Successful experience as a Teacher and Administrator in public schools.
- Principal experience preferred.
- Job related experience with increasing levels of responsibility is required.
- Expertise to perform multiple technical tasks.
- Experience with database systems as they relate to special education, staffing and education.
- Experience and training in special education state reporting.

Clearances:

- Washington State Patrol and FBI Fingerprint Background clearance

Other Requirements:

- Availability to work more than 40 hours per week.
- Completed online application (with supporting documents).
- Excellent punctuality and attendance record.

THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND PERFORM ANY OTHER RELATED DUTIES, AS MAY BE REQUIRED BY THEIR SUPERVISOR.

Health Benefits Information:

Most positions within the South Kitsap School District are governed by collective bargaining agreements that specify the benefits related to employment with the district, including insurance provisions, vacations, holidays, and other related benefits.

For more information about benefits, you may review the individual collective bargaining agreements and SEBB [2023 School Employee Enrollment Guide](#) which are located on our website [SK Staff Resources](#) or contact our Payroll and Benefits Department at (360) 874-7028 or payrollstaff@skschools.org.

Application Procedure: Complete the online application at www.skschools.org and apply to the position(s) to which you are qualified within your online application.

Submitting and completing your online application and applying to open positions ensures immediate availability of your data to our hiring administrators.

PRINCIPALS AND HIRING ADMINISTRATORS CONSIDER ONLY THOSE APPLICANTS WITH COMPLETE AND CURRENT APPLICATIONS.

Positions close at 4:00 p.m. on the final day of posting. Your online application and required District Testing (if applicable, see job posting when applying) must be submitted by the closing date for an applicant to be considered for a position.

If you need assistance with this process, please contact Human Resources at (360) 874-7074 or skjobs@skschools.org.

The South Kitsap School District provides equal educational and employment opportunity without regard to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation – including gender expression or identity, marital status, or the presence of any sensory, mental, or physical disability, the use of a trained dog guide or service animal by a person with a disability. Equal access to activities, facilities and program is provided to the Boy Scouts of America and other designated youth groups. District procedure complies with all applicable state and federal laws.

The Title IX Officer and Section 504 Coordinator with the responsibility for monitoring, auditing and ensuring compliance with this policy are:

Compliance/ADA/Title IX Coordinator:
Will Sarett,
Executive Director of Human Resources
2689 Hoover Avenue SE, Port Orchard, WA 98366
360-874-7071,
sarett@skschools.org

Section 504 Coordinator:
Paul Hulbert,
Principal
2689 Hoover Avenue SE, Port Orchard, WA 98366
360-443-3610,
hulbert@skschools.org

South Kitsap School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services, and activities. For information regarding translational bilingual education programs, contact the Executive Director of Teaching and Learning at (360) 874-7050.

All Employees are required to furnish proof of identity and employment authorization status.

The South Kitsap School District is committed to providing a drug-free, tobacco-free environment for all persons-students, community, and staff.

Any offer of employment with the South Kitsap School District is on a conditional basis pending the successful completion of an FBI and Washington State Patrol fingerprint background check.