

PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE, KINGWOOD, WV 26537
NOTICE OF IMMEDIATE VACANCY
2011-2012 SCHOOL YEAR

Posted contingent upon retirement approval by State Superintendent of the prior Director of Special Education.

Posting Date: April, 29 2011 Closing Date: May 12, 2011
Position: Coordinator Special Education Programs and Grants Budget Source: Federal Grant
Certification: Administration PK-AD
Supervisor: Superintendent/Assistant Superintendent
Salary: Based upon degree/experience minimum \$41,384.00 maximum \$70,676.00 plus \$3,000.00 county supplement

Employment Term: 240 days July 1 to June 30. Beginning date July 1, 2011 or upon mutual earlier date agreement.

Application procedure: Submit resume', bid sheet, letter of interest and a copy of certification to Mr. Don Harding acting Assistant Superintendent no later than 4:00 pm on the closing date.

RESPONSIBILITIES:

1. Provides purpose and direction for program;
2. Provides positive leadership for educational community;
3. Organizes and delegates authority to accomplish program goals;
4. Enhances quality of program;
5. Establishes and maintains effective communications with educational community;
6. Gathers, analyzes, and synthesizes information to determine if program goals are being met;
7. Performs administrative functions and duties assigned;
8. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Hold administrative certification for the position as required in West Virginia Policy 5202;
2. Experience working with special education programs;
3. Ability to effectively plan, develop, and manage a budget, including Medicaid reimbursements;
4. Ability to work in a positive and cooperative manner with students, staff, parents, agencies, advocates, and lawyers;
5. Ability to understand and interpret state and federal programs;
6. Exemplary written and oral communication skills;
7. Ability to successfully carry out the responsibilities of the position;
8. Disposition for the position;
9. Knowledge of special education programs;
10. Successful interview;
11. Exemplary interpersonal skills;
12. Teaching experience;
13. Masters degree in education.

PERFORMANCE CRITERIA:

1. Purpose and Direction
A .Views self as the county's leader in program area of responsibility, initiates action, takes responsibility, initiates action, takes responsibility and motivates others to assist in setting and achieving goals:
 - Accepts authority and assumes responsibility;
 - Takes charge;
 - Exhibits a sense of efficacy;
 - Analyzes negative and positive forces affecting the program(s)
 - Takes immediate steps when problems arise;
 - Focuses resources on goals;
 - Initiates problem solving;
 - Exhibits enthusiasm.

- B. Manifest values about the schools/county including students' welfare, fairness to staff, and demonstrates behavior consistent with the values;
 - Promotes the welfare of students, faculty and staff;
 - Interprets action by referring to county mission;
 - Relates expectation to goals;
 - Sets standards of achievement.

2. Leadership

A. Demonstrates effective use of group processes and facilitator skills.

- Identifies self as a team leader;
 - Forms task or work groups;
 - Motivates others to identify with mission'
 - Moderates group discussion'
 - Intervenes, negotiates, resolves conflict as needed;
 - Facilitates communication;
 - Creates cooperative atmosphere.

B. Gains and sustains the attention of interest of others:

- Ties needs to established goals;
- Articulates expected outcomes;
- Develops trust by modeling desired behavior.

C. Understands the diversity among different groups and modifies interaction style to fit the situation.

- Understands how own behavior may affect others;
- Estimates readiness of others;
- Fits style to the group;
- Adjusts strategies when ineffective;
- Understands the needs and concerns of others
- Exhibits appropriate interaction skills;
- Deals effectively with emotional issues.

3. Organization

A. Develops a plan to meet goals by focusing o time deadlines and flow of activities, and identifies resources needed to accomplish the job:

- Plans for goal accomplishment;
- Establishes priorities;
- Budgets and allocates resources;
- Schedules time;
- Assigns tasks and activities;
- Plans for contingencies;
- Manages stress effectively.

B. Delegates authority and responsibility clearly and appropriately:

- Determines jobs to be done;
- Assesses expertise of self and others;
- Determines tasks to be assigned;
- Determines tasks needing outside assistance;
- Identifies persons who can do tasks;
- Assigns tasks;
- Specifies responsibility and authority;
- Establishes performance standards;
- Plans time frames;
- Provides guidance.

4. Quality Enhancement

A. Establishes high work standards for self and others:

- Promotes excellence by evaluating goals';
- Sets standards for goal accomplishment;
- Considers feedback;
- Assesses own strengths and limitations.

B. Devises opportunities to receive adequate information on the progress of work accomplishment, Delegates activities and offers timely feedback relating to quality and productivity:

- Monitors activities;
- Supervises and monitors performance of staff;
- Collects and records performance data;
- Judges performance using criteria;
- Reinforces desirable behavior;
- Corrects undesirable behavior;
- Accesses computer and management information systems;
- Demonstrates effective financial management.

C. Creates opportunities for development of human resources through effective use of coaching, staff development, and individual growth plans:

- Coaches to improve performance;
- Provides timely and specific feedback;
- Reinforces growth and development
- Exhibits effective conferencing skills.

5. Communication

A. Uses verbal skills to communicate appropriately:

- Pronounces words clearly;
- Articulates clearly;
- Speaks confidently;
- Maintains eye contact;
- Establishes rapport;
- Expresses enthusiasm.

B. Demonstrates skill in writing appropriately to the intended audience:

- Writes with clarity and conciseness;
- Uses correct grammar;
- Uses correct spelling;
- Uses appropriate language.

6. Interpersonal Skills

A. Listens, understands and verbalizes the concepts, thoughts and ideas held by others to ensure an understanding of their feelings and position:

- Encourages others to describe their perspectives;
- respects others' perspectives;
- listens to others;
- encourages individual expressions;
- Demonstrates sensitivity.

B. Searches for relevant data and analyzes complex information before arriving at an understanding of an event or a problem using formal and informal observations research and interaction in gathering information:

- Gathers information about the schools, students, and community as appropriate;
- Keeps up to date;
- Accesses computer and management information systems;

C. Uses alternative in problem solving and decision making:

- Describes the situation being faces;
- Values divergent thinking;
- Considers options;
- Compares consequences of options;
- Makes decisions after data are analyzed.

7. Functions and Duties

A. Performs functions and duties which are necessary, required, and/or desirable for effective administration of program area of responsibility:

- Schedules staff and self efficiently and effectively;
- Provides technical assistance;
- Makes appropriate staffing recommendations;

- Coordinates Section 504 Accessibility Programs;
- Directs supervises and coordinates all facets of Special Education Program;
- Develops budget of Special Education Program;
- Supervises Medicaid reimbursement program;
- Implements improvement plans when needed;
- Maintain an effective public relation program for area(s) of responsibility;
- Communicates appropriately with other central office administrators;
- Demonstrates professional work habits;
- Evaluates personnel;
- Provides supervision of special education staff;
- Communicates appropriately with principals;
- Assists personnel director with recruitment of special education personnel;
- Performs other duties as assigned pursuant to the rules and regulations of the Preston County Board of Education.

Equal Opportunity Employer: As required by Federal Law and Regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its education programs and activities. Inquiries may be referred to the Title IX Coordinator, Preston County Schools, 300 Preston Drive, Kingwood, West Virginia 26537, phone 304-329-0580, or to the United States Department of Education, Director of the Office for civil Rights.