

**YELLOWSTONE-WEST/CARBON COUNTY
SPECIAL SERVICES COOPERATIVE
Management Board Meeting
April 27, 2021
11:00 a.m., GoToMeeting**



Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/867957717>

Please call the office for the password

You can also dial in using your phone.

United States: +1 (571) 317-3112

Access Code: 867-957-717

CALL TO ORDER

ADJUSTMENTS TO AGENDA

ACTION ITEM:

Resignation – letter

Director Job Description and FTE determination – review and possible revision

Interview Process for new Director

ASSOCIATION ITEM(S):

Topic to be provided 48 hrs. in advance of the meeting

Karen Underwood

1965 Saddleback Drive
Laurel, MT 59044

April 20, 2021

Dear John Fitzgerald, YWCCSSC Chair, and the YWCCSSC Board,

Thank you for the opportunity to serve as the special education director of YWCCSSC these past nine years. It has been both fulfilling and challenging. I have appreciated the opportunity to work with many fine colleagues across our schools and am continually impressed with the dedication of our special educators. This position has also allowed me to learn and grow beside our talented, highly educated Cooperative staff. I do not think you could gather a more determined, compassionate, and energetic staff. Their expertise enriches the specially designed programs of our students. Further, the Covid era has called upon them for increased flexibility and creativity. Challenges they have met.

I would also note my appreciation for Roger and Denise Heimbigner, Beth Vogeles, and Bridgett Gauthier earlier. They guide our Cooperative in a sound fiscal direction on a daily basis. They also support our staff and teachers across the Cooperative in their daily paperwork demands and day-to-day obligations. It is a small staff with broad duties.

I am accepting a position for Early Childhood Intervention's director. That position begins July 1, 2021. It represents an exciting new learning curve. I trust the Cooperative will enjoy a new director with fresh insights. I will be more than happy to assist that person as he/she desires.

As such, I offer my resignation effective at the close of June 2021. Thank you again.

Sincerely,



Karen Underwood

POSITION TITLE: **DIRECTOR OF SPECIAL EDUCATION**

QUALIFICATIONS:

1. Class III Administrative certificate.
2. Master's Degree in education or educational leadership.
3. At least 3 years teaching experience.
4. Previous educational leadership experience preferable.
5. Special education experience preferable.

GENERAL JOB DESCRIPTION:

The Cooperative Director of Special Education shall assume responsibility for providing guidance and direction in the planning, development, and coordination of all special education programs, services, budgets, and shall ensure compliance with state and federal regulations governing the delivery of services to students with disabilities.

GENERAL RESPONSIBILITIES:

1. Demonstrate foresight, examine issues, and take initiative to improve the quality of education in the area serviced by the Cooperative.
2. To coordinate, administer and supervise a delivery system of Special Education programs to students with disabilities within the Cooperative service area.
3. Assist the district and county superintendents in the Cooperative service area as assigned.
4. To serve as the instructional leader and resource administrator for member schools to ensure each student's Special Education needs are met in the most sound and efficient manner.
5. To initiate and provide guidance to member districts and schools on latest trends, legislation, and best practices in Special Education.

MAJOR FUNCTIONS:

Administrative:

1. Policy: To initiate policy development and modify existing policy as relevant to Special Education programs and state and federal laws.
2. Records and Accounting: To maintain appropriate records for local, state and federal reports and for sound accounting procedures.
3. Referral, Evaluations and Placements: To ensure that students identified through screening as possible Special Education candidates are appropriately evaluated and processed through Evaluation Teams (Child Study Teams) for possible Special Education services.
4. Budgeting: To work closely with the Cooperative Business Manager in developing a budget that provides sufficient funds to support programs and expend funds in a carefully controlled prescribed manner.
5. Coordinator of Other Agencies Involved with Children with Disabilities: To cooperate with other agencies to effectively utilize community services.
6. Recruiter of Special Education Staff: To recruit, screen, interview, recommend and assign Special Education staff as needed.
7. Public Relations: To help maintain a positive profile in the community.
8. Professional Development: To continually provide/disseminate information for in-services and training programs for all staff. To coordinate staff development opportunities to enable staff to better serve the needs of Special Education students.
9. Participate in Conferences: To keep abreast of current trends and directions in education for students with disabilities through participation in local, regional, state and national conferences, conventions and conclaves.
10. Forms: To ensure that member districts are correctly using the appropriate forms related to the provision of Special Education services.

Supervisory:

1. Classroom Supervisor and Instructional Leader: To provide direct supervision so that a sound educational program is maintained for each student. *With no Coop classroom nor Coop employment of teachers, consider dropping.*

2. Curriculum: To purchase, produce and evaluate materials and methods.
3. In-Service: To take direct part in in-service meetings.
4. Evaluate Personnel: To provide for supervision and evaluation of personnel consistent with the Cooperative policies.
5. Assist Personnel: To provide assistance to teachers/therapists as requested.
6. All other duties deemed appropriate by the Management Board of the Cooperative.
7. Will visit each school at least once a semester, quarterly to districts needing additional assistance, to meet and observe Special Education staff and to conduct random IEP audits for clarity, consistency, and precision.

The purpose of this job description is to illustrate the nature of the job and related duties. This job description does not constitute a written or implied contract of employment. This Cooperative reserves the right to revise or change job descriptions, including duties and responsibilities, as the need arises.

Adopted October, 1983

Revised June, 1994

Revised November, 2008

Revised May, 2012

Food for Thought ---

Completed to date:

- April 19 Advertise on OPI; current job description posted; deadline May 10th
- April 20 Advertise on Website; job description posted; deadline May 10th
- April 27 Set Special Board Meeting (review job description, FTE, process, Karen's resignation)

To Be Determined on April 27th:

- Identify Screening Committee (recommendations: Roger*, 1 Psych, 1 SLP, Bill, Gary)
- Identify Interview Committee (Board Chair and 2 Board Members)
- Consider soliciting interview questions from staff

To Be Scheduled:

- May 11 9:00 AM Screen Applications before 11:00 Regular Board Meeting
- May 18 Interviews
- May 20 Contact successful candidate
- June 8 Act on committee recommendation for special education director at Regular Board Meeting

Upcoming Topics:

- Confidentiality statements to staff and board on candidates
- Determine FTE
- Bd. Interview Committee to determine compensation/benefit range in consultation with Roger Heimbigner
- Consider Roger Heimbigner conducting Background Checks
- Interview questions to be determined by Interview Committee

Office responsibilities:

- Field questions of applicants on position and responsibilities; assist in transition
- Ensure confidentiality of applicants
- Set up screening time and interviews
- Communicate screening and interview dates to participants and applicants
- Provide suggested questions for interview

Board responsibilities:

- Review job description
- Determine FTE and compensation range
- If asked by chair, attend screening or interview
- Finalize interview questions