



# Springfield Public Schools

## Vacancy Announcement

### Executive Director, Special Programs

#### Position Information

**Length of Service: 12 Months**  
**FLSA Status: Exempt**  
**Tenure Track: Dependent upon previous experience**  
**Social Security Contribution: Ineligible**  
**Reports to: Chief Learning Officer**  
**Salary: Academic Administrative, Level A (\$103,275 - \$136,336)**

#### Purpose Statement

The Springfield, Missouri Public School District is currently seeking qualified applicants for the position of Executive Director, Special Programs.

The Springfield School District is Missouri's largest public school district and has built a reputation of academic excellence based on the outstanding performance of our students and schools. About 25,000 students attend 36 elementary schools, an intermediate school, 9 middle schools, 5 high schools, and a variety of alternative education and choice programs.

The Executive Director, Special Programs will direct the departments and programs which provide support to students with specialized learning needs. The Executive Director will work with internal and external stakeholders to increase student engagement by providing differentiated learning support based on student needs.

#### Essential Functions

- Aligns the services provided by departments within area of supervision (Special Services, Federal Programs, Gifted Education, English Language Learners, Early Childhood Counseling and Health Services) for the purpose of providing continuity of service to students
- Directs and evaluates improvement cycles based upon the performance of departments within Special Programs and aligned to the vision of the Learning Division and the District's strategic plan for the purpose of continuously improving results
- Provides professional development to other leaders throughout the system aligned with district standards for the purpose of expanding upon leadership capacity and capability
- Collaborates with other executive directors within the Learning Division along with other members of the leadership team for the purpose of aligning supports to students
- Monitors and evaluates the effectiveness of directors and other direct reports for the purpose of continuously improving performance
- Serves as a resource to directors within areas of supervision in order to ensure the highest level of quality is

delivered to students

- Collaborates with members of the Board of Education as directed by the Chief Learning Officer for the purposes of responding to inquiries and presenting results
- Oversees compliance of regulated programs (e.g., Special Services, Federal Programs, etc...) for the purpose of meeting the requirements of the law
- Collaborates with educators throughout the system for the purposes of developing innovative approaches to learning and providing support
- Develops and manages budgets, allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed
- Performs personnel administrative functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved
- Prepares a wide variety of often complex materials (e.g. schedules, curriculums, plans, budgets, funding requests, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions
- Presents information on a variety of topics related to administrative responsibilities (e.g. programs, schedules, activities, financial information, overviews of related data, policies and procedures, etc.) for the purposes of providing general information, training others, and implementing actions
- Develops and manages budgets, allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed
- Performs personnel administrative functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved
- Prepares a wide variety of often complex materials (e.g. schedules, curriculums, plans, budgets, funding requests, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions
- Presents information on a variety of topics related to administrative responsibilities (e.g. programs, schedules, activities, financial information, overviews of related data, policies and procedures, etc.) for the purposes of providing general information, training others, and implementing actions
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue

## **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements (Minimum Qualifications)**

#### **Knowledge, Skills, and Ability**

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; and standard business practices.

**SKILLS** are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

**ABILITY** is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: developing and maintaining positive relationships; setting high expectations for self and others; setting and monitoring progress toward goals; utilizing and offering effective feedback to continuously improve; collaborating and communicating effectively with internal and external stakeholders; applying critical thinking/problem solving to improve work processes; providing leadership, direction, and team building; communicating with persons of varied educational and cultural backgrounds; establishing and maintaining effective working relationships with individuals from diverse professional backgrounds; working independently under time constraints to meet deadlines and schedules; organizing and communicating information and concepts; setting priorities; working as part of a team; analyzing situations and making accurate decisions; working with multiple projects; dealing with frequent interruptions and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment & Physical Requirements**

The usual and customary methods of performing the job's functions require the following physical demands: occasional 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 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

#### **Experience**

Job related experience, required

Experience in senior or central office leadership with increasing levels of responsibility, preferred

#### **Education**

Master's degree in job-related area, required  
Doctoral degree in job-related area, preferred

**Miscellaneous Requirements**

**Clearances**

Background clearance, the results of which must be satisfactory to the District, required

**Certificates and Licenses**

Missouri Educator Certification, required

Ability to gain and maintain "Highly Qualified" status as defined by Missouri's Department of Elementary and Secondary Education, required

Questions regarding this vacancy announcement or general inquiries should be directed to the District's Human Resources Department by e-mail: [humanresources@spsmail.org](mailto:humanresources@spsmail.org), or by phone: 417-523-GOHR (4647).

**Date Posted: Tuesday, January 02, 2018**