

Human Resources Department
31301 Evergreen Road, Beverly Hills, MI 48025

VACANCY ANNOUNCEMENT

POSITION: Supervisor for Specialized Instruction
& Student Services

LOCATION: District wide

SALARY: ABSASP Salary Schedule (see below)

POSTING DATE: May 25, 2018

SCHEDULE: 11 Month

DEADLINE DATE: June 8, 2018

JOB SUMMARY: The Supervisor reports to the Executive Director of Specialized Instruction and Student Services and is responsible for the instructional leadership and day-to-day supervision of the special education and student services staff.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Assist the Executive Director of Specialized Instruction & Student Services in leading, coordinating and monitoring the Pre K-Adult Transition Special Education Programs to ensure that student individual needs are being met
2. Assist in providing oversight and coordination of the District's Early Intervention and District-wide MTSS
3. Facilitates and coordinates special education classroom programs and staffing; responsible for the day to day coordination and compliance within the programs
4. Works with staff on an ongoing basis to develop, implement and improve the curriculum, procedures, and a service delivery model that supports individual student needs
5. Provides input and assistance to the Executive Director in coordinating staff assignments, planning and conducting in-service and training of staff
6. Coordinate implementation of established procedures for initial evaluation, placement, assignment, and re-evaluation of students with regard to the special education program;
7. Supports and monitors implementation of procedures to maintain compliance with state and federal guidelines affecting student discipline;
8. Works collaboratively with Human Resources to select and assign all Special Education personnel (teachers, paraprofessionals, etc)
9. Assists with interviewing, training and providing orientation to employees, as needed
10. Communicate and coordinate knowledge of current research, best practices and theory for all disability areas;
11. Establish and maintain effective and professional working relationships with students, parents, staff, administrators and the community; seeking to facilitate mutual resolution to concerns or complaints
12. Follow and implement all Board of Education policies, pertinent administrative guidelines and building regulations
13. Provide guidance to staff on matters related to special education and 504 compliance and services, and consults with parents on such matters
14. Facilitate the implementation of effective Positive Behavioral supports, Functional Assessments, Behavioral Plans and effective data collection systems
15. Assist in the development and maintenance of a comprehensive plan for Special Education and special service programs in keeping with District's long range plan
16. Periodically serve as a liaison with agencies at the local, state and federal level which will support and supplement District programs
17. Provide reports and performance evaluations of staff performance as required and assigned

AN EQUAL OPPORTUNITY EMPLOYER

18. Initiate professional development programs for staff, provide training, and facilitate processes for continuous improvement
19. Serve as a resource person in program development and evaluation of the general education program as it relates to Special Education students
20. Assist the Executive Director in administering a Special Education Program in accordance with District needs and in compliance with the State and County Special Education Plan under I.D.E.A.
21. Coordinate services for all eligible Special Education students in non-public schools in District
22. Must be able to travel between school buildings, districts, and cities;

QUALIFICATIONS: The individual selected for this assignment will be the one who offers the best combination of qualities in accordance with the following standards and requirements:

1. Full or Temporary Approval as a Special Education Supervisor or Director, or eligibility obtain approval.
2. Master's Degree or higher.
2. A minimum of three years of a successful leadership role in special education and student services.
3. Credentialing/endorsement in a minimum of one area of special education
4. Knowledge of the techniques of modification and accommodations as they relate to the general education curriculum and knowledge of response to intervention system.
5. Demonstrates a full understanding of best practices in administering special education programs
6. Evidence of the candidate's ability to provide quality leadership must be demonstrated through:
 - ◆ Excellent communication skills, both written and verbal;
 - ◆ A conceptual understanding of human growth and development, learning theories and teaching methodologies, special education service delivery models, state and federal rules related to special education.
 - ◆ Skill in fostering the continued growth of staff members;
 - ◆ Skill in maintaining productive, positive interpersonal relationships with all stakeholders;
 - ◆ Ability to mediate conflict;
 - ◆ A knowledge and commitment regarding current societal and educational issues such as diversity & inclusion, contemporary models in the delivery of special education and student services, collaborative problem-solving, etc.;
7. Ability to coordinate/lead professional development
8. Involvement in professional organizations.

START DATE: Negotiable

SALARY RANGE AND FRINGE BENEFITS: Salary range is \$82,716 to \$104,155 in accordance with the candidate's training and experience. Fringe benefits for administrators include long-term disability insurance; life insurance; mileage allowance; full family medical, dental and vision insurance; and board-paid tax sheltered annuity. This is an 11 Month position.

METHOD OF APPLICATION: Interested candidates meeting the above qualifications must complete the entire online application on the **Oakland Human Resources Consortium** website at www.oakland.k12.mi.us/ohrc by the deadline listed. In addition, upload your LETTER OF INTEREST, CURRENT RESUME, LETTERS OF REFERENCE, TRANSCRIPTS, and COPY OF STATE CERTIFICATE.

BIRMINGHAM PUBLIC SCHOOLS NOTICE OF NONDISCRIMINATION

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Special Education, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.