



**DEPARTMENT OF HUMAN RESOURCES**

Maysam Alie-Bazzi, Executive Director  
Staff & Student Services

Robert Seeterlin, Director  
Ruth Bankhead, Director

-----  
BULLETIN # 046 (2017-18)  
-----

-----  
DATE: February 5, 2018  
-----

TO: ADSA MEMBERS

SUBJECT: DIRECTOR OF SPECIAL EDUCATION

TITLE OF POSITION: DIRECTOR OF SPECIAL EDUCATION

DIRECTLY RESPONSIBLE TO: EXECUTIVE DIRECTOR, STUDENT ACHIEVEMENT

FILING DEADLINE: **12:00am, March 30, 2018**

SALARY: \$82, 841 - \$114,496 (Exempt P-12 Admin 2017-18 Salary Schedule) Plus Longevity or Merit Pay, Board Paid Annuity and a Comprehensive Benefits Package

LENGTH OF WORK YEAR: 48 Weeks

EFFECTIVE DATE: April 10, 2018 - tentative date

METHOD OF APPLICATION: Applicants should apply online at [ApplicantTracking](#) must check the specific position--**Job #10156**).



**DEARBORN PUBLIC SCHOOLS  
PROFESSIONAL STAFF POSITIONS**

**TITLE:** DIRECTOR OF SPECIAL EDUCATION

**JOB GOAL:**

Oversee district-wide Special Education Services including all special education programs, staffing, evaluation, compliance, budgets, student records, and program related professional development. Ensure department engagement in district-wide MTSS process to increase student achievement for special education population.

**QUALIFICATIONS:**

1. Master's degree in school administration, supervision, educational leadership or equivalent. A candidate with a master's degree in another area may be considered if they possess a minimum of 12 semester hours of course work in school administration with preference given to those who have at least 20 semester hours.
2. For candidates who are not currently employed as a school administrator in an instructional program in the state of Michigan must possess a valid Michigan school administrator's certificate issued under section 1536 **or** must commit to enroll in a program leading to certification as a school administrator under section 1536 not later than six (6) months after he/she begins the employment. Requirements must be met in a three (3) year period.
3. A minimum of five (5) years to ten (10) years preferred of successful professional work experience in special education or administrative work experience in education, or a combination thereof.
4. A valid Michigan teaching certificate, or equivalent in special education at the elementary or secondary level preferred.
5. Achievement of tenure as a teacher is desired.
6. Must qualify for state approval as a Director of Special Education.
7. Demonstrated knowledge of the Michigan Administrative Rules for Special Education, Section 504 of the Rehabilitation Act of 1973, 1997, and 2004 Individuals with Disabilities Education Act.
8. Demonstrated effective organizational, problem-solving, collaborative and interpersonal skills.

9. Demonstrated exceptional oral and written communication skills required.
10. Experience with planning and/or implementing professional learning and other training activities.
11. Demonstrated ability to work effectively with building administrators, staff, parents and students.
12. Demonstrated understanding of general and special education curricula.
13. Demonstrated understanding of the needs of English Learners.
14. Demonstrated increase in student achievement for special education population.

**PERFORMANCE  
RESPONSIBILITIES:**

1. Assume responsibility for planning, organizing, and supervising the instructional program for special education including budget development and management, staffing, and coordination and administration of all special education programs and services.
2. Ensure district adherence to all compliance matters related to county, state and federal requirements pertaining to Individuals with Disabilities Education Improvement Act of 2004.
3. Oversee Individualized Educational Placement (IEP) team meetings as assigned and ensure IEP process is fully adhered to by the department.
4. Oversee the organization, monitoring, and development of accurate systematic records and reports.
5. Chair the Special Education Co-Teaching Steering Committee and take an active lead with the implementation of an effective model at the K-12 level.
6. Allocation and assignment of staff in a collaborative and effective manner.
7. Establish and maintain a positive and collaborative rapport with union



leaders and building administration.

8. Evaluate all special education coordinators and other special education staff as appropriate using the district evaluation system.
9. Oversee the administration of special education services to nonpublic schools as required under the Auxiliary Services Act.
10. Supervise the development and revision of all special education forms and the Special Education Procedural Manual, conducting committees as appropriate.
11. Ensure coordination of efforts for staff to align special education and general education curricula for special education students as required by IDEA.
12. Provide leadership in establishing programs and developing improved understanding of existing programs.
13. Develop and conduct professional learning programs for personnel involved in special education programs and services.
14. Organize appropriate advisory committees as needed for program development or as directed by the state and county special education plans.
15. Coordinate efforts with principals, teachers, and support staff having the responsibility for the development of programs and individual student educational plans.
16. Provide leadership in the recruitment and selection of new personnel according to the district hiring process and guidelines..
17. Monitor changes in legislation and all legal requirements governing special education and develop changes as needed.
18. Serve on appropriate state, county, and school district committees as a representative of special education for the district.
19. Assist in counseling parents and meeting obligations to other agencies regarding referral and IEPC activity.
20. Participate actively in weekly Cabinet meetings.
21. Demonstrated ability to use technology in support of all position



responsibilities.

22. Perform other duties assigned by direct supervisor.

TERMS OF  
EMPLOYMENT:

Exempt P-12 Administrator