

NOTICE OF VACANCY – ADMINISTRATIVE POSITION
2018-2019 School Year

JOB TITLE DIRECTOR OF SPECIAL EDUCATION

- Meets requirements for full approval or temporary approval as a Special Education Director/Supervisor in the State of Michigan
- Minimum of a Master’s degree with graduate work in special education and/or general education, supervision, and administration
- Minimum of 5 years in a special education position
- Minimum of 2 years administrative experience preferred
- 1-3 years of experience with current special education, computer reports, and applicable software

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop state and federal grant applications
- Obtain funding from the ISD, the state and federal programs; submit program documentation for approval; apply for grants; submit budgets and financial reports; prepare and submit program reports to agencies
- Develop and administer budget for special services department; provide oversight of expenditures and implement procedures for purchasing special education equipment and supplies
- Develop and administer special education programs and services in compliance with the Individuals with Disabilities Education Act (IDEA), the Michigan Administrative Rules for Special Education (MARSE) and Section 504
- Coordinate and monitor all federal guidelines and supports as they pertain to McKinney-Vento Act
- Ensure compliance with all local, state, and federal guidelines; monitor staff caseloads and student progress; participate in and coordinate compliance audits
- Keep up-to-date and informed of all legal requirements governing Special Education
- Regularly evaluate special education programs, services, and procedures; coordinate special education monitoring
- Implement procedures for Child Find that include special education referral, evaluation, and placement for students who may require special education
- Work effectively with a broad cross-section of general education staff, special education staff, and local, county, and state administration
- Demonstrate high energy, enthusiasm, flexibility, creativity, and professional growth
- Successfully provide leadership to staff and effectively communicate with constituents and families
- Perform supervisory functions such as appraisals, team building, continuous improvement, conflict management, and problem solving
- Possess high level of organizational, administrative, budgeting, and time management skills
- Demonstrate self-directedness, initiative, attention to detail, and organizational skills in a variety of responsibilities and assigned tasks/projects
- Possess an appreciation for diversity and working within diverse situations
- Other duties as assigned by the Superintendent or his/her designee

SALARY Competitive and commensurate with experience

STARTING DATE February 2019

CONTRACT 260 days

DEADLINE Until Filled

CONTACT Interested applicants should complete application online at: www.applitrack.com/kent/onlineapp

It is the policy of the East Grand Rapids Public Schools not to discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs, services, activities, or employment practices. Inquiries related to discrimination on the basis of disability should be directed to Human Resources, 2915 Hall Street SE, Grand Rapids, MI 49506, 616-235-3535.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at 616-235-3535 or dbeemer@egrps.org.