



**A Tradition of
Educational Excellence**

EDWARDSBURG PUBLIC SCHOOLS

69410 SECTION STREET • EDWARDSBURG, MI 49112
(269)663-3055 • FAX (269) 663-6485 • www.edwardsburgpublicschools.org

JAMES A. KNOLL, SUPERINTENDENT

SPECIAL EDUCATION DIRECTOR

SUMMARY:

Directs the Special Education program of the District and ensures program integration with the other instructional departments, the Intermediate School District and the State. Ensures compliance with Special Education Regulations (State and Federal). Manages a large sized staff of Special Education personnel.

POSITION CHARACTERISTICS:

Salary/Benefits: Salary commensurate with experience and education.

POSITION RELATIONSHIPS:

Reports to the Superintendent of Schools

Coordinates with the Director of Instructional Services and Accountability, District Administration, classroom and resource teachers, student services personnel, central office, classified staff, parents, and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Responsible for the development, organization, administration and daily operations of special education services for Edwardsburg Public Schools
- Provides coordination and leadership in the area of effective instructional and behavioral intervention strategies as well as positive behavioral supports
- Oversee and monitor the creation and implementation of Functional Behavior Assessments and Behavior Support Plans, as well as other behavioral interventions, to assist and aid the student in making behavioral progress
- Promotes and coordinates interagency collaboration and efforts involved in the support of students with emotional and behavioral disabilities; including Community Mental Health, Michigan Rehabilitation Services, School Resource Officer, and other Community Agencies.
- Oversees and coordinates the IEP process for all students
- Oversees and monitors the MTSS process, and the implementation of Section 504 Plans
- Keeps informed of all legal requirements governing special education and shares this information with district and building administration and staff
- Abides by all applicable rules, regulations, policies, procedures, and statutes
- Communicates with parents and guardians regarding the evaluation and placement of their children
- Monitors staff caseloads and student progress

SUPERVISORY RESPONSIBILITIES:

Supervises employees in the Special Education Department. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE:

This position requires knowledge equivalent to that which normally would be acquired through a Master's degree (M.A.) in Special Education, Administration, Educational Leadership, or a related field; and/or equivalent combination of education and experience.

This position requires a minimum of three to five years of experience in a teaching or special education related position, working with students with intensive behavioral needs. This position also requires a minimum of three to five years of progressively more responsibility or expansive experience in the special education field and/or in a K-12 educational setting. Three years of supervisory responsibility is strongly preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Michigan K-12 Administrative Certification, valid Michigan Teaching Certificate with Special Education endorsement, and Director/Supervisor Approval from the Department of Education; or qualify for Temporary Approval with the ability to obtain at a minimum Full Supervisor of Special Education Approval.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff, parents, administration, and community.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Demonstrated leadership ability and general knowledge of issues and problems in all disability areas of special education. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education Policies. Extensive knowledge of IDEA and MARSE.

CRIMINAL RECORDS CHECK: In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

Application Deadline: October 22, 2018 or until filled

Employment Date: November 5, 2018

Apply To: Candidates who are qualified and wish to be considered for this position must submit a completed AppliTrack online application at www.edwardsburgpublicschools.org that includes: a letter indicating interest, current professional resume, three (3) letters of reference, a copy of your transcripts, as well as your Michigan Teacher and Administrator/Educational Leadership credentials with attention to: Mr. James Knoll, Superintendent of Schools.

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.