

Hudsonville Public Schools

Director of Special Services (62)

JOB POSTING

Job Details

Posting ID

62

Title

Director of Special Services

Description

Director of Special Services

Responsibilities

- Consult with staff, parents, and outside agencies regarding Special Education students and programs offered. Respond to parents regarding the evaluation and placement of their children.
- Discuss Special Education programs, personnel, and students with building administrators.
- Ensure compliance with local, state and federal guidelines.
- Monitor staff caseloads and student progress.
- Assist in recruitment, selection, and recommendation for hiring special education personnel.
- Ensure that the district is in compliance with Section 504, Americans with Disabilities Act.
- Assist building administration in developing Section 504 plans when appropriate.
- Develop and maintain complete and cumulative individual records of all children receiving special services or enrolled in special classes.
- Assist in the adaptation of school policies to include special education needs.
- Assist with the placement of students in special programs outside the district.
- Keep informed of all legal requirements governing special education.
- Review special education staffing patterns on a yearly basis, and, when appropriate, make recommendations for change.
- Supervise and evaluate school psychologists, school social workers, and speech and language pathologists.
- Work with the business office to develop the annual special education budget.
- Complete all state and federal special education reports required.
- Assist in the evaluation of special education classroom teachers.
- Review special education programs and services on a yearly basis, and when appropriate, make recommendations for change.
- Conduct department meetings on a regular basis and, when appropriate, conduct meetings with smaller groups within the department, such as speech and language pathologists and the HRS staff.

- Monitor and approve requests from special education staff for conference/in-service attendance.
- Maintain a close working relationship with ISD administrative and consultant staff.
- Work closely with building principals to ensure appropriate pre-referral and referral process within each building.
- Complete other duties in support of school district goals as assigned by the Superintendent.

Qualifications

- Master's degree from an accredited college or university.
- Three years of successful administrative experience.
- Must hold or be eligible for the Central Office Administrative Certificate with Special Education Endorsement.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	
<i>Salary Code</i>	Per Year	<i>Job Category</i>	District Administrative
<i>External Job Application</i>	Administrator	<i>Internal Job Application</i>	Internal
<i>Location</i>	Administration Building	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>	Master's Degree		

Job Application Timeframes

<i>Internal Start Date</i>	07/03/2018	<i>General Start Date</i>	07/03/2018
<i>Internal End Date</i>	07/13/2018	<i>General End Date</i>	07/13/2018

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	No	<i>Reference Check Form</i>	Administrator
---	-----------	-----------------------------	----------------------