

INGHAM INTERMEDIATE SCHOOL DISTRICT

Position Announcement

Job Title:	Director, Technical Assistance and LEA Special Education		
Location:	Ingham Intermediate School District	Start Date:	July 2, 2018
Salary Range/ Level:	\$84,240 to \$107,900 (commensurate with experience) Administrator 2018-19 Salary Schedule	Terms of Employment:	52 weeks/year, 5 days/week, 8 hours/day
Date Posted:	Wednesday, May 16, 2018	Application Deadline:	Thursday, May 31, 2018 @ 4:00 p.m.
Application Process:	<p>A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. (See application instructions at Ingham ISD under Employment.)</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> • Attached within the online application (preferred) • Faxed: (517) 676-4294 • Emailed: Online Employment Application Open Positions • Mailed: Ingham ISD, Human Resources 2630 W Howell Road, Mason, MI 48854 		
Ingham Intermediate School District			
Mission		Vision	
Ingham ISD exists to serve and lead through collaboration, innovation and advocacy.		Ingham ISD, in partnership with all stakeholders, will transform our community by fostering the success of all learners in preparation for college, work and life.	
Job Description			
<p>Position Opportunity: Under the direction of the Executive Director of Student Support Services, the Technical Assistance and LEA Special Education Director is responsible for planning and implementing activities and requirements for special education compliance and technical assistance with the Intermediate School District and its constituent districts. The director is responsible for the special education functions within the local district in a collaborative consultation model. The director also supports local districts, public school academies, ISD programs and community agencies via a collaborative consultation model.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • Master's degree in special education or administration with Full or Emergency/Temporary approval as a Supervisor of Special Education. Two to three years of administrative experience preferred. 			

Director, Technical Assistance and LEA Special Education

- Possess current Michigan Administrator Certification or enrolled in a program leading to certification as a school administrator not later than six months after date of employment, with three years to meet the certification requirements.
- Three to five years of experience as a special education teacher or a special education service provider required. Experience with compliance activities preferred.
- Knowledge and experience with Multi-tiered Systems of Support and demonstrate an understanding of the logic and application of a tiered model and the continuum of behavior, reading and math supports at all levels (universal/targeted/intensive).
- Knowledge of statutes, regulations and guidelines governing special education; and the ability to develop appropriate policies and procedures for local constituent districts, community agencies, families and professional staff.
- Ability to gather information, analyze data and implement decisions in a leadership capacity and as a member of a problem solving team. Demonstrate strong understanding of the use of data and research within a strategic-planning and continuous-improvement process.
- Skills in supervisory functions such as appraisal, team building, continuous improvement, conflict management and problem solving.
- Interpersonal skills sufficient to successfully provide leadership to staff, effectively communicate with and gain cooperation of parents, community agencies and groups, and administrators of constituent districts.
- Ability to assign and adjust resources according to identified parameters, priorities and/or presenting needs.
- Demonstrates knowledge of common core state standards and research-based instruction and assessment practices.
- Self-directedness, initiative, planning and organization when given a variety of responsibilities and assigned tasks/projects.
- Ability to complete assignments typically in the form of broad goals in which the director has substantial latitude for independent action.
- Demonstrate continuous learning and professional growth through education, training and development experiences.

Performance Responsibilities:

- Provides leadership to ensure that Ingham ISD as well as the LEA's develop systems to build comprehensive assessment, planning, programs and services utilizing research-based practices.
- Attends training and utilizes resources available through the Michigan Department of Education to coordinate projects and serve the needs of Ingham ISD and its constituent districts.
- Works cooperatively with the Michigan Department of Education Office of Special Education Services to resolve issues and complaints and to ensure compliance of local school districts and public school academies. Facilitates and supports the implementation of mandatory monitoring procedures and continuous improvement efforts within Ingham ISD and its constituent districts with federal and state regulations related to students with disabilities.
- Supervises and provides support for assigned staff through implementation of personnel procedures and applicable collective bargaining agreements.
- Facilitates recruitment, hiring, assignment, scheduling, mentoring and appraisal of all assigned staff.
- Coordinates the review and submission of the Ingham ISD plan for delivery of special education programs and services; make recommendations for revisions to the plan as necessary.

- Responsible for the development of program budgets and maintenance of documentation systems for continuous improvement of service delivery. Maintains staff records and gathers information regarding students, programs and services to facilitate improvement in the delivery of services.
- Develops and implements standard operational procedures on a continuous improvement basis to increase operating quality and efficiency and conducts staff training on implementation of procedures.
- Provides technical assistance and guidance to parents, local school personnel, Ingham ISD personnel and external agencies in interpretation and implementation of special education mandates and requirements.
- Provides consistent support to professional staff in areas such as curriculum, specially designed instruction, compliance, monitoring, problem solving and professional relations with parents, local districts and ISD and community staff/administrators.
- Maintains current knowledge in the fields of special education, general education and especially of the service areas assigned.
- Designs and conducts professional learning, develop technical assistance tools within identified focus areas and assess ISD and LEA professional learning needs.
- Works collaboratively within assigned teams from Student Instructional and/or Support Services at the ISD to identify, design, manage, evaluate and assess products and services.
- Other duties as assigned.

General Summary:

Ingham Intermediate School District administrators are responsible for implementing the mission and goals of the District, including, but not limited to, seeking continuous improvement of services provided; seeking to satisfy constituent needs within the parameters of the goals and District resources; providing leadership to enable staff to perform their jobs to the best of their potential, and seeking to make the Ingham ISD indispensable to its constituents.

Expectations:

In alignment with the directions and parameters of the mission, vision and organizational principles of Ingham ISD, the administrator named above shall:

- Set effective and efficient program and service goals that align with the mission, vision and goals of the district.
- Build and support teams that participate in the identification, implementation and assessment of district and/or department goals.
- Position the district to be indispensable to its constituents.
- Anticipate and adapt to changes to better serve constituents.
- Plan and implement professional development for both self and staff to ensure continuous learning and improvement.
- Maintain an environment in which staff works with trust, integrity and responsibility to ensure that the district maintains a dynamic environment that people seek to join.
- Supervise staff, defining tasks to be accomplished, setting expectations for standards of performance and following district processes to ensure that the work of the district is accomplished.
- Demonstrate developing competence in the areas of leadership, interpersonal relationships, individual attributes and aligning performance for success.

Working Conditions:

- Work is in a school and/or office environment. Position requires daily travel.

Preceding data are intended to convey information essential to making fair pay decisions about the job, and are not exhaustive lists of the skills, efforts, duties, responsibilities or working conditions associated with it.

Notice of Non-discrimination

It is the policy of Ingham Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Assistant Superintendent of Human Resources, 2630 West Howell Road, Mason, MI, 48854. (517) 244-1289.

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