

---

## Job Description

<b>JOB TITLE:</b>	Regional Special Education Supervisor
<b>DEPARTMENT:</b>	Special Education
<b>REPORTS TO:</b>	Assistant Superintendent Special Education
<b>WORK LOCATION:</b>	County wide
<b>WORK SCHEDULE:</b>	210 days per year
<b>SALARY SCHEDULE:</b>	Salary and benefits as established by ICISD Board of Education

### **REPLACEMENT QUALIFICATIONS:**

- Master Degree in Special Education or Special Education Administration—and—
- Michigan School Administrator Certification—and—
- Full approval from the Michigan Department of Education as a Supervisor of Special Education—or—
  - Eligible for full or temporary approval from the Michigan Department of Education as Supervisor or Director of Special Education pursuant to Rule 340.1771 or 340.1772.
- Three years of experience in special education programs/services.
- Knowledge of Federal and State of Michigan special education laws, rules, and regulations, staff management, corrective discipline, finance, knowledge of state and federal special education law, knowledge of or direct work experience with departments/programs to be supervised.
- Experience with supervising staff, including completion of performance evaluations and staff development plans
- Prior administrative experience.
- Additional qualifications and alternatives to the above as the Board of Education may deem appropriate.
- Responsibility of the employee to obtain and maintain all training, certificates, approvals, etc. and provide documentation to the business office before expiration date of said document
- Must have regular and reliable job attendance, performance, and the physical and mental ability to complete the assigned job duties.

## **SUPERVISION REQUIREMENTS:**

- Ancillary, teaching, and support staff

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Regular and consistent attendance is essential to perform job duties and responsibilities
- Provide assistance and guidance to the local districts within Ionia County ISD's jurisdiction.
- Facilitate effective operation of Ionia County Intermediate School District center-based programs operated by ICISD and housed in local districts. In addition, consult with local district special education contacts as needed on the operation of local district programs.
- Assist with the planning and placement for students in the programs being supervised.
- Serve as the District Representative for special education processes for assigned programs.
- Collaborate and support facilitation of State Testing with Freedom Acres Principal for ISD operated programs located in local districts.
- Attend contentious IEP meetings as a resource
- Hire, supervise, and evaluate ICISD special education personnel assigned to programs operated by the ICISD and/or local districts.
- Supervise, train, lead PLCs and provide PD for all ISD ancillary and teaching staff as assigned via the Assistant Superintendent for Special Education.
- Provide technical assistance regarding state/federal legal requirements pertaining to students with disabilities.
- Provide input on staffing levels (adding/reducing teachers, therapists, etc. based on needs)
- Participate in monitoring of Special Education paperwork for the locals.
- Assist with professional development on Special Education topics.
- Provide leadership curriculum development and program evaluation for ISD operated programs.
- Request access to ICAP and Regional programs on behalf of the local districts.
- Demonstrated ability to handle conflict productively.
- Coordinate with local district administration for any referrals for ISD operated programs or other contracted agencies or services.
- Attend LEA Board, Administrative Staff, and building meetings as requested by LEA Administration.
- Attend ICISD Board, County Ancillary Staff, or other county-wide meetings as assigned.
- Participate in the development of county-wide policies and procedures for Special Education.
- Represent the ICISD at State/Regional meetings as assigned.
- Provide technical assistance in personal areas of expertise to the ISD or other area/local programs as assigned.
- Ability to speak to individuals one-on-one to and to provide presentations.
- Ability to drive between ISD buildings, local school districts and to workshops, meetings and conferences throughout the state.
- Ability to attend occasional evening and weekend activities.

- Perform all other duties as assigned by the Associate Superintendent for Special Education and abides by all District policies and procedures and carries out all other related duties as assigned by the immediate supervisor.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Other knowledge, skills and abilities:**

- Strong interpersonal and communication skills
- Ability to interpret, comprehend, and follow oral and written instructions in order to perform duties described above.
- Strong organizational skills and the ability to work independently
- High level of discretion and integrity

**LANGUAGE SKILLS:**

Ability to effectively present information and respond to questions from groups of administrators, staff, student, parents, and the general public. Communicate clearly and concisely both orally and in writing.

**MATHEMATICAL SKILLS:**

Basic math skills are required.

**REASONING ABILITY:**

Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, bend, and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies.

**TRAVEL:**

The employee will be expected to travel to the Intermediate School District, local districts, professional development conferences/trainings, and to other events as necessary.

**EVALUATION:**

Performance will be evaluated by the Assistant Superintendent Special Education in accordance with provisions established by administration/contract.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor

Received and Agreed by: \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Revised 3/28/2018