



Ronald C. Wilson, Superintendent
Adrienne Barna, Director of Finance
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Notice of Vacancy
May 2, 2018

POSITION: **Director of Special Education**

LOCATION: Ionia Public Schools

QUALIFICATIONS:

- Master's Degree or equivalent in a field of Special Education
- Five years of successful educational experience, two years administrative experience in special education preferred
- Approval (or temporary approval and enrolled in an approved university) by the Department of Education as a Director of Special Education or Supervisor of Special Education with administrative certification
- Must be thoroughly familiar with State and Federal Special Education rules and regulations
- Must enjoy problem solving and working in a variety of situations.
- Must be highly organized and detail oriented
- Excellent written and oral communication skills
- Ability to establish and maintain effective working relationships with district administration, staff, the school community, and parents

RESPONSIBILITIES:

1. Administers directly and through subordinates, the special education programs of Ionia Public Schools
2. Supervise 3 EI center program classrooms and collaborate with other districts for EI student placement
3. Monitor, evaluate, and ensure development and implementation of quality evaluations, IEPs, transition planning, and provision of a free and appropriate public education
4. Serve as the district contact for all required Special Education activities
5. Serve as the district CIMS workbook coordinator
6. Review and analyze State Performance Plan Indicator data and develop and implement Corrective Action Plans
7. Attend IEPs
8. Act as the EEM special education contact

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9. Responsible for responding to State Complaints and Due Process Complaints including development and implementation of Corrective Action Plans
10. Provide supervision of special education staff
11. Provide relevant training to special education staff
12. Coordinate state assessments for students with disabilities
13. Respond to parent phone calls
14. Process REEDs
15. Process Permission to Place for newly enrolled students
16. Develops, in conjunction with other administrators, all state and federal reports to include: special education counts, cost reports, membership reports
17. Maintain a flow of information to the superintendent on activities of the Special Education Division, including recommendations on decisions to be made by the Superintendent involving programs and staff in Special Education
18. Submits items of board business for special education to Superintendent
19. Such other assignments as necessary or as directed by the Superintendent and/or the Board

TERMS OF

EMPLOYMENT: Non-union. Individual Employment Contract

BEGINNING DATE: July 1, 2018

DEADLINE FOR
APPLICATION: Until filled

COMPENSATION: 260 day per year contract
Salary range \$73,912 – \$83,810
Benefit package

APPLICATION:

Apply electronically at the link below

<http://www.applitrack.com/ioniacountyisd/onlineapp/jobpostings/view.asp?district=2287>

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