



Lewis Cass Intermediate School District

Learning For All...Whatever It Takes

61682 Dailey Road
Cassopolis, Michigan 49031-9648
www.lewiscassisd.org

NOTICE OF VACANCY

Lewis Cass Intermediate School District is now accepting applications for the position of:

POSITION TITLE

Special Education Supervisor of Accountability and Program Improvement

A. Qualifications:

1. Eligible for State of Michigan approval or temporary approval as Supervisor of Special Education pursuant to Rule 340.1751.
2. Minimum of 3 years of satisfactory teaching experience in special education.
3. Knowledge of state and federal special education law.
4. Ability to lead in the development of a general supervision system that ensures special education compliance and increases student results
5. Knowledge of the foundations of monitoring and transition in order to develop activities in the areas of education, training, and services for staff, students and families.
6. Effective facilitation, collaboration, coaching, and leadership skills.
7. Lead and engage in collaboration activities with community agencies, businesses and staff members.

B. Terms of Employment:

Position is 220 days with provisions established by the Lewis Cass ISD Board of Education

C. Responsibilities:

1. Manage requirements of the general supervision grant as determined by the Michigan Dept. of Education – Office of Special Education/Early Intervention Services. Includes writing the grant application and completing all reports in cooperation with the ISD's Director of Special Education and the Chief Financial Officer.
2. Supervise expenditure of the general supervision funds for approved goals and to provide services to ISD and LEA students related to increasing results for students in special education.
3. Assist in the development of an Intermediate School District Special Education Plan.
4. Assistance with Due Process Special Education hearings, data collection and analysis.
5. Investigate formal special education complaints.
6. Develop forms and procedures to enable districts to provide a free appropriate public education for students with disabilities.
7. Work in collaboration with the state department utilizing the Catamaran system.
8. Administrative liaison to Illuminate. Attends Illuminate trainings, directs required changes in Illuminate, assists Medicaid director in meeting requirements.
9. Assist in coordinating student placement into LCISD special education programs and from LCISD special education programs into local district special education programs.
10. Supervise and evaluate personnel in special education programs and services, as assigned.
11. Attend occasional overnight, evening and weekend activities.
12. Participate/provide/coordinate required and appropriate professional development opportunities to special education staff.
13. Provide training and disseminate information regarding special education compliance, transition services, monitoring, and IEP requirements to ISD and local district administrators and special education staff.
14. Increase county knowledge of Personal Curriculum.
15. Attend appropriate IEP conferences, assisting the schools and families in working collaboratively, keeping focused on students results, identifying post school goals, identifying service needs and identifying community resources.
16. Attend all required state level meetings related to monitoring/transition and increasing student outcomes in special education.
17. Co-chair Cass County Special Education Advisory (CCSEA) meetings to disseminate information related to general supervision and transition obtained from MDE, explain state performance plan data collection, and offer technical support in this area as needed.
18. Schedule and lead parent advisory meetings for Cass County.
19. Plan and coordinate periodic informational programs for students and families on a variety of special education related topics.
20. Perform all other duties as assigned by the Director of Special Education.
21. Regular, In-Person Attendance is an essential job function.

Physical Demands and Work Environment

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, see, and hear. The employee is frequently required to stoop, kneel, crouch, crawl, and reach with hands and arms. The employee may occasionally lift and/or move 60 pounds or more. Occasional travel may be required. Noise levels are typically moderate.

Application: Applications will be reviewed upon arrival and should therefore, be submitted as soon as possible. If interested, please apply at www.applitrack.com/lewiscass/onlineapp Deadline for application: until filled Posted: January 18, 2019

It is the policy of the Lewis Cass ISD Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it receives any financial assistance from the United States Department of Education. The following person has been designated to handle inquiries regarding the non-discrimination policies: School Improvement Facilitator, 61682 Dailey Road, Cassopolis, MI 49031, (269) 445-6223.