



<b>POSITION TITLE:</b>	Director of Early Childhood Special Education	<b>FSLA:</b>	Exempt
<b>REPORTS TO:</b>	Executive Director of Special Education	<b>UPDATED:</b>	September 2018
<b>SALARY/BENEFITS:</b>	Per LIPSA Master Agreement	<b>SCHEDULE:</b>	12 – month

**METHOD OF APPLICATION:** All applicants must apply online at [LivingstonESA.org](http://LivingstonESA.org), [Director of Early Childhood Special Education](#)

### POSITION SUMMARY

The Director of Early Childhood Special Education (ECSE) oversees the comprehensive, early childhood continuum of innovative special education services in Livingston County. The Director of ECSE designs and articulates a system of support for general and special education staff, parents, and community providers through implementation of evidence-based models and strategies from programs such as Statewide Autism Research and Training (START), Primary Service Provider (PSP), and Improving Parents as Communication Teachers (Project IMPACT).

### ESSENTIAL FUNCTIONS

*Note: These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

- Monitors and evaluates the effectiveness of LESA early intervention practices and special education services and supports, recommending changes as necessary.
- Collaborates regularly and intentionally with other educational leaders in Livingston County.
- Reviews and approves evaluation and eligibility recommendations countywide to ensure fidelity and adherence to established LESA guidelines.
- Regularly evaluates special education programs, services, and procedures, and coordinates required special education monitoring.
- Follows policies and procedures; completes administrative tasks correctly and on time; compiles and maintains all required reports and records.
- Leads in the ongoing evaluation of instructional methods, programs, and materials and recommends changes and improvements as necessary.
- Supervises, directs, and evaluates LESA special education staff and special education teachers assigned to him/her; adheres to MDE Teacher evaluation guidelines for evaluation of early childhood special education teachers
- Oversees student learning objectives for mandated teacher evaluation requirements.
- Participates on Livingston ESA's Curriculum Committee to advise on specially designed instruction for countywide programs and implementation of High Leverage instructional practices.
- Assists LESA in projecting staff needs, recruiting, screening, interviewing, and recommending qualified candidates for open positions.
- Manages and enhances the process of transition for children between Early On<sup>®</sup> and early childhood programs to ensure consistency and communication countywide.
- Advises staff in order to build capacity and knowledge related to early childhood development, family coaching, and evidence-based practices.
- Develops and administers special education programs and services in compliance with the Individuals with Disabilities Education Act (IDEA), the Michigan Administrative Rules for Special Education (MARSE) and Section 504.
- Implements procedures for child find that include special education referral, evaluation and placement for children who

may require special education.

- Leads early childhood staff in START, PCP and Project ImpACT initiatives by providing direction, training and coaching to ensure ongoing implementation fidelity.
- In collaboration with early childhood staff and administrator colleagues, develops special education budget recommendations and provides oversight of expenditures.

#### **ADDITIONAL DUTIES**

- Performs other related tasks as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

- Supervises employees in the Special Education Department as assigned.
- Is responsible for the overall direction, coordination, and evaluation of these units.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **EDUCATION and/or EXPERIENCE**

- Minimum of a Master's degree in a special education related field; Educational Specialist or Doctorate preferred.
- Minimum of five (5) years of documented experience supporting staff within early childhood children with disabilities, as well as families of students with disabilities to access services and supports in the least restrictive environment.
- Experience planning and implementing early childhood programs and services for children with disabilities or children who are at-risk.
- Experience providing early childhood assessments and analyzing results.

#### **OTHER KNOWLEDGE, SKILLS and ABILITIES**

- Knowledge in, Early On, START, and Project ImpACT required.
- Exhibits a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
- Comprehensive understanding of local district and community resources needed or currently available in early childhood and for students with disabilities and students who are at-risk.
- Possess a strong understanding of early childhood developmental stages for social, emotional, language, and physical growth.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Possess a valid professional certificate/license in one of the following area(s): School Social Work, Speech Language Pathologist, Occupational Therapist, School Psychologist, or Teacher with a Special Education endorsement.
- Eligible for or possessing full Director of Special Education approval.
- Possession of a Michigan School Administrator Certificate, pursuant to MCL 380.1246.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, parent, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, percentile ranks, ratios, and proportions to practical situations. Ability to evaluate data relative to children demonstrating learning and/or behavioral difficulties to support staff and parents with appropriate interventions. Analyze and use student-level data to inform decisions.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to perform operations requiring sustained directed thinking to analyze, solve, or plan highly variable, professional, or technical tasks involving complex problems or mechanisms. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization and external agencies.

Ability to work independently as well as in a team environment. Sustained concentration and attention to detail and accuracy. Ability to prioritize and manage workload and deadlines. Excellent diagnostic and problem-solving skills. Ability to exercise good judgment and make decisions in accordance with board policies and established administrative operating procedures.

#### **OTHER SKILLS and ABILITIES**

- Ability to apply knowledge of current research and theory to programs.
- Ability to implement a long-range plan based on Agency objectives and the needs and abilities of students, staff and parents.
- Ability to establish and maintain highly effective working relationships with peers, parents and community members; ability to speak clearly and concisely in written and oral communication.
- Ability to work effectively with people from diverse backgrounds and educational levels.
- Demonstrated ability to use technology applications for word processing, data management and information retrieval, visual and audio presentations, and telecommunications.
- Demonstrated mental/physical ability and stamina for meeting the essential duties of the position and the ability to travel to and from local school districts and other agencies as needed.
- Valid Michigan driver's license and evidence of insurance.

#### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally sit and walk and sometimes stand. Specific vision abilities required by this job include close vision such as typed material. Regular sitting, working at computer keyboard and desk, standing. Occasional bending, stooping and lifting up to 25 lbs. Hearing abilities used while performing this job are hearing conversation in a quiet or noisy environment. The employee will frequently interact with the public and other staff and occasionally work extended hours.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is moderate. Work is generally performed indoors. The employee may be directly responsible for the safety and wellbeing of children. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.*

*The Livingston Educational Service Agency does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities, including employment opportunities.*

*Inquiries regarding non-discrimination policies should be directed to the Deputy Superintendent, Employee Services Department.*