

Manistee Intermediate School District

Notice of Position Vacancy

Manistee Intermediate School District
772 E. Parkdale Avenue
Manistee, MI 49660
231-723-6205

Job Title: Director of Special Education

Job Qualifications: MA Degree
Full Approval as Director of Special Education Required
Experience as a Supervisor of Special Education - Preferred
Minimum of 5 years experience in field of Special Education

Employment Status: 215 Work Days per Year

Reports to: Superintendent

Responsibilities:

The Director of Special Education will have performance responsibilities in the following areas:

1. Provide the visionary leadership necessary to deliver Special Education programs in cooperation with local school districts, with student outcomes and accountability in mind; supervise and evaluate itinerant, support staff and ISD classroom staff.
2. Prepares and submits to the Superintendent recommendations relative to all matters in Special Education.
3. Assist in developing and administering the Special Education budget.
4. Attend all School Board meetings and Superintendent meetings prepared to respond to matters concerning Special Education.
5. Interprets the Special Education program to the constituent school districts and to the community at large.
6. Keeps informed in all matters concerning Special Education rules and legislative changes which may affect the efficient student centered operation of Special Education programs in the ISD and its constituent districts.

7. Recommends for employment, to the Superintendent, the best qualified and most competent personnel available. Provides for the professional growth and development of all staff assigned to the MISD Special Education department.
8. Informs staff of board approved policy and policy changes.
9. Assists in the implementation of special education millage election campaigns.
10. Ensures compliance with local, state and federal guidelines and provides the leadership and initiative necessary to organize, administer and evaluate comprehensive programming for Special Education Services within the ISD boundaries.
11. Supervise and evaluate ISD Center-Based Classrooms and staff.
12. Assumes other responsibilities and performs other duties as assigned by the Superintendent.

Salary: \$90,000-\$97,000

Terms of Employment: In accordance with District policies and procedures.

Posting Deadline: March 16, 2018

Evaluation: In accordance with District policies and procedures.

Letter of Interest, Credentials & Resume should be directed to:

**Donna Korzeniewski
Human Resources Coordinator
Manistee Intermediate School District
772 East Parkdale Avenue
Manistee, MI 49660**

231-723-1689 or FAX 231-723-1690