



MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT  
1101 S. Raisinville Road  
Monroe, Michigan 48161  
734-322-2641 FAX 734-322-2660  
www.monroeisd.us

## ***Regional Director of Special Education – East Region***

### ***Description:***

**REPORTS TO:** Assistant Superintendent for Special Education and Early Childhood Services

**AVAILABLE:** Full-time, position available August 1, 2018. Work schedule based on 230 contract days. 8:00 a.m. - 4:00 p.m. Monday - Friday.

**SALARY & BENEFITS:** Annual salary to be determined by qualifications and experience and as specified in the MCIFSA Master Agreement salary schedule. Benefits as specified in the MCIFSA Master Agreement.

**FLSA STATUS:** Exempt

### ***Job Summary:***

***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.***

### **ESSENTIAL DUTIES:**

- Develop and monitor optional procedures for teacher consultants, resource rooms, special education classrooms, and itinerant staff within the Region; i.e. Response to Intervention; Referrals; Initial evaluations; Re-evaluations; Staffings.
- Consult with and formulate recommendations to districts relative to special education programs.
- Serve as district/administrative representative at staffings/IEPC's when appropriate.
- Participate with principals in conducting teacher/support staff evaluations.
- Carry out supervisory responsibilities in accordance with MCISD policies and applicable laws.
- Conduct regional/district in-services.
- Conduct regional/district staff meetings.
- Schedule staff assignments.
- Consult with local/ISD staff and parents regarding students with disabilities
- Represent local school districts and the Monroe County Intermediate School District at IEPT meetings.
- Coordinate/prepare special education student counts, actual cost reports, etc.
- Conduct regional meetings with superintendents on an ongoing basis.
- Attend local administrative meetings as is necessary.

- Provide oversight to the maintenance of the special education continuum of service in the school district within the region.
- Work cooperatively with districts within region to ensure compliance with all federal and state statutes.
- Valid driver's license and reliable transportation.
- Regular, predictable attendance.
- Adhere to work rules.
- Adhere to MCISD Policies and Guidelines.
- All other duties as assigned.

**Qualifications:**

**EDUCATION:**

- Master's degree in Special Education or related field, required

**CERTIFICATION:**

- Valid Michigan Administrator certification or be enrolled in a program leading to certification as a school administrator not later than 6 months after employment begins.

**APPROVAL:**

- State of Michigan approval in at least one area of Special Education, required.
- State of Michigan approval as a Director of Special Education, or ability to obtain same.

**EXPERIENCE:**

- Minimum of 5 years experience working within special and general education.
- Three years of administrative experience.

**SKILLS/OTHER:**

- Knowledge of contemporary methodology and practice as they relate to educating students with disabilities.
- Ability to read, analyze and interpret general educational 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 managers, clients, customers and the general public.

**CRIMINAL HISTORY CHECK:** Upon hire, employees of the Monroe County Intermediate School District are fingerprinted for a Michigan and FBI criminal history check. The processing fee of \$42.00 is the responsibility of the applicant.

**Working Conditions:**

**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 frequently required to sit and occasionally walk or stand. The employee is required to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being and work output of others. Must be able to meet demands from several people.

#### **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 is usually quiet. The noise level in this position varies. When visiting a building the noise level is loud, in the office, quiet and at meetings, moderate.

#### **Application Procedure:**

**APPLICATIONS ACCEPTED UNTIL FILLED  
ONLY APPLICANTS WHO SUPPLY THE REQUESTED DOCUMENTS OUTLINED  
BELOW AND FULLY COMPLETE THE APPLICATION WILL BE CONSIDERED**

#### **Internal Applicants:**

Current Monroe County Intermediate School District employees who meet the qualifications must complete the online application at [www.monroeisd.us](http://www.monroeisd.us) to be considered. Click on "Employment" and "Applitrack" and follow instructions to apply for this position. You MUST update education and work experience. Supporting documents required (resume, 3 letters of reference, and applicable certifications/license) must be uploaded with the application.

#### **External Applicants:**

Must complete online application at [www.monroeisd.us](http://www.monroeisd.us). Click on "Employment" and "Applitrack" and follow instructions to apply for this position. Faxed or mailed applications will not be accepted. Supporting documents required (resume, transcripts, 3 letters of reference, and applicable certifications/license) must be uploaded with the application.

#### **Contact Information:**

Elizabeth J. Taylor, Assistant Superintendent for Human Resources and Legal Counsel  
Human Resources Department  
Monroe County Intermediate School District

1101 S. Raisinville Road  
Monroe MI 48161

Phone: (734) 322-2642

***The Monroe County Intermediate School District does not discriminate on the basis of race, color, national origin, age, sex, marital status, religion, disability or handicap.***