

## Special Education Supervisor – East or West Michigan

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Join National Heritage Academies (NHA) as a Special Education Supervisor supporting our Michigan schools. This position will report directly to the Director of Special Education and work directly with the schools to which they are assigned. The ideal candidate for this position will be located in Michigan with the ability to travel to schools located throughout west and east Michigan. This position will be responsible for ensuring compliance of all state and federal requirements pertaining to the delivery of services to students with a disability under Special Education and Section 504. If you are highly motivated, organized and hold a Supervisor of Special Education Approval/Certificate (or currently working towards certification) then NHA would like to hear from you!

### About Us

NHA is a charter school management company that operates 80+ schools in 9 states. We are committed to our mission of **“challenging each child to achieve”** and we pride ourselves on our students’ ability to achieve high results in later education based on the foundations gained in grades K-8 at NHA.


In this role you will work out of our corporate headquarters (Service Center) located in Grand Rapids, Michigan. The NHA Service Center is where all the behind-the-scenes magic happens. Our 350 brilliant team members are brag-worthy. With a diverse group of departments like admissions, talent acquisition, facilities, legal services, and many more working together to provide top level back-office support. The Service Center is a place of bright colors, smiling faces, and opportunity. We like to gather for events such as the fall crocktoberfest cook-off, the sparkling holiday party full of fun and unexplainable excitement, and our annual 5K Service Center fun run.

### Your Role

- Train and monitor special education staff and the administrator over special education to support compliance requirements under special education, section 504, seclusion/restraint, homebound/hospitalized (all students)
- In coordination with the Director of Special Education, train special and general education staff in legal issues pertaining to special education and section 504 including policies, practices, and procedures
- Develop and provide professional development for special education teams and administration over special education to increase compliance and student performance including Crisis Prevention Intervention (CPI)
- Coordinate services provided by subcontractors (SLI, OT, PT, SW, & PSYCH) within region assigned
- Work with building administration to monitor the delivery of services and accommodations under IDEA and section 504 to ensure alignment with student’s IEP/504 plans
- Demonstrate knowledge of behavior management techniques and the development of positive behavior support/intervention plans and be able to support newer members of the team in this area act as a liaison to charter school authorizers and Intermediate School Districts
- Consult with parents as appropriate to ensure quality services are provided to their student
- Facilitate and/or coach teams through difficult IEP/504 meetings
- Develop and/or coordinate appropriate program placements for students with higher needs
- Complete other duties as assigned by the Director of Special Education

### Requirements

- Possess a Master's degree in special education or related field
- 3-5 years as a special education teacher or employment experience in the special education field
- Must hold or be working toward full approval as a special education supervisor/director consistent with the Michigan Department of Education Requirements
- Ability to identify and rectify issues in a timely manner

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- Ability to effectively communicate in verbally, non verbally and in writing and build effective relationships
  - Ability to effectively facilitate and engage in problem solving using a collaborative and supportive approach
  - Highly motivated and organized individual
  - Ability to travel to the respective schools which this position supports - 4 to 5 days a week

To learn more about our core values, please click [here](#).

*National Heritage Academies is an equal opportunity employer.*

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[www.nhacareers.com](http://www.nhacareers.com)

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