



Openings as of 7/30/2018

Supervisor of Special Services

JobID: 30153

Position Type:

Administration/Supervisor

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Date Posted:

6/27/2018

Location:

James R. Geisler Middle School

Date Available:

07/01/2018

Closing Date:

07/11/2018

District:

Walled Lake Consolidated Schools

POSITION: (1.0) SUPERVISOR OF SPECIAL SERVICES

Work Schedule: 223 work days

Salary range: \$84,738 - \$112,687

REQUIRED QUALIFICATIONS:

- An earned Master's Degree or higher from an accredited institution in special education, education leadership, or related field
- Eligible for or possess approval as a special education supervisor under Michigan Department of Education guidelines
- A minimum of five years of successful related experience in special education, including experience in an educational leadership position or role
- Possess full approval and/or licensure as a school psychologist, teacher of the speech and language impaired, school social work, teacher consultant, or special education teacher
- Demonstrated leadership skills, knowledge of and proven performance in behavior planning, meeting/group facilitation, conflict resolution, and business/community educational partnerships
- Knowledge of recent trends and research based practices in the field of special education
- Valid driver's license without restrictions prohibiting driving during school hours
- Focus on Every Child, Every Day

JOB RESPONSIBILITIES:

- Assist the Director with all of his/her assigned duties

- Implement IDEA requirements and Michigan Special Education Administrative Rules relative to student services
- Coordinate the district's compliance with Federal law, Section 504 of the /Rehabilitation Act of 1973, in the development of 504 plans for eligible students
- Monitor special education programs to ensure compliance with state and federal law
- Monitor all evaluations, METS, IEPs, to ensure compliance with state and federal law
- Keep abreast of all legal requirements governing special education
- Develop forms, brochures, procedures, manuals, methods, etc., concerning special education programs and compliance with state and federal laws
- Implement procedures for referral, evaluation, placement, assignment and re-evaluation of students with special needs
- Design, develop, coordinate, and provide staff development related to special education compliance, technology supports, web-based IEP/data management systems, progress monitoring/data collection, online professional development, etc.
- Provide for the use of appropriate curriculum materials and educational technology in special education programs
- Evaluate on an ongoing basis the special education curriculum, procedures (including health and safety), and individual student needs and achievements
- Supervise, evaluate and train special services staff; assist with the selection process for professional and support staff
- Coordinate and supervise contracted professionals and all activities associated with contracted specialized services, such as therapy, psychiatric, etc.
- Assist in the recruitment, selection, and recommendation for hire of all special education personnel.
- Assist the Director in compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful, including federal grants available to the district
- Assist the Director in interpreting the objectives and programs of the Student Services Department to the Board, the administration, the staff, and the public at large
- Supervise transition activities for secondary students
- Supervise and coordinate instruction for homebound or hospitalized students
- Develop and monitor all district budgets for special education—both general fund, and state and federal grants
- Attend meetings and help facilitate agreement at IEPs and other meetings regarding student goals/objectives, programs and services with parents, staff and advocates as needed
- Demonstrate excellent conflict resolution skills which build commitment to and consensus with best practices
- Develop and promote parent outreach opportunities and parent involvement
- Demonstrate outstanding interpersonal skills
- Demonstrate involvement in community activities and organizations
- Other Duties as assigned

POSITION POSTED UNTIL FILLED

Interested candidates should apply on line:

Oakland Human Resources Consortium
www.oakland.k12.mi.us/OHRC

The application files must include a cover letter, resume, and three professional references.

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FMLA regulations require all employers to post the [updated FMLA notice](#).

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