

PORTLAND PUBLIC SCHOOLS NOTICE OF AN OPEN POSITION

POSITION: Director of Special Education

START DATE: July 1st, 2018

RESPONSIBILITIES:

The Director of Special Education is responsible for the District's Special Education Program including all special education programs, staffing, evaluation, compliance, budgets, records, and program related professional development. The Director of Special Education reports directly to the Superintendent of Schools.

QUALIFICATIONS:

- Administrator Certificate
- Master's Degree with full approval in at least 1 area of Special Education
- Three years of successful experience in Special Education
- Approval (or eligibility for temporary approval) by the Department of Education as a Supervisor or Director of Special Education
- Two years administrative experience in special education preferred
- Must be thoroughly familiar with State and Federal Special Education rules and regulations

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates with IEP Teams, Building Principals, and ISD Regional Special Education Supervisors to ensure provision of a Free Appropriate Public Education for students with disabilities
- Knowledge and understanding of the Special Education process in order to effectively serve as District Representative on IEP teams
- Supervision of district operated Special Education programs
- Supervision of Special Education staff including collaboration with Building Principals to complete staff evaluations
- Identifies professional development needs for the Special Education department and provides, or coordinates access to, quality professional development to meet staff needs
- Processing paperwork for students with IEPs that move in to the district
- Processing requests for evaluation
- Coordination of state assessments for students with disabilities
- Monitors, evaluates, and ensures development and implementation of quality evaluations and IEPs
- Maintain a flow of information to the local superintendent on activities of the Special Education Department, including recommendations on decisions to be made by the Superintendent involving programs and staff in Special Education
- Serve as the district contact for all required Special Education activities including:
 - Review and analysis of State Performance Plan Indicator data
 - Development and implementation of Corrective Action Plans as required by the MDE-OSE
 - Participation in State Complaint investigations and any resulting Corrective Action
- Responsibilities relative to Local Board of Education:
 - Attends board meetings

- Carries out board policy, rules and regulations
- Submits items of board business for special education to superintendent
- Provides narrative on business items in special education to board when requested by superintendent
- Responsibilities Relative to Special Education Budget:
 - Develops budget reports and projections
 - Provides input to the development of the annual budget
 - Provides input and recommendation on Special Education staffing levels
- Responsibilities Relative to Committees and Organizations:
 - Maintains active involvement in professional organizations
 - Serves as consultant to Superintendent
 - Attendance at countywide Special Education Coordinators meetings
 - Maintains an active role in local and regional committees, groups, and associations involved with, or related to special education services
- All other duties as necessary or as directed by the Superintendent and/or the Board.

ESSENTIAL SKILLS AND ABILITIES:

- Ability to communicate clearly and effectively with parents, staff, and administrative team
- Skills in meeting facilitation and problem solving
- Ability to interpret, comprehend, and follow oral and written instructions in order to perform duties described above.
- Strong organizational skills and the ability to work independently
- High level of discretion and integrity

EVALUATION:

Performance rated annually by Superintendent.

TERMS OF EMPLOYMENT:

Full time, non-tenure, administrative contract. Benefits as per employment agreement. Salary range - \$75,000 - \$85,000.

SEND:

Letter of application, resume, and copies of any relevant credentials to:
 Mr. William Heath, Superintendent
 Portland Public Schools
 1100 Ionia Road
 Portland, MI 48875

APPLICATION DEADLINE: April 20th, 2018

Posted at: Board Office _____ Westwood _____ Transportation _____
 High School _____ Oakwood _____ Adult Education _____
 Middle School _____ Food Services _____