



3933 Barnard Road Saginaw, MI 48603

VACANCY NOTICE
Special Education Supervisor
****220 Days****

Job ID: 2073

REPORTS TO: Director of Special Education

NUMBER OF OPENINGS: Full-time position(s) for the 2018-2019 school year.

GENERAL SUMMARY OF POSITION: Under the direction of Special Education Director and in conjunction with the Superintendent of the School District of Assignment, The Supervisor of Special Education will provide leadership that includes but is not limited to administration and management of Special Education Programs and those activities adjunct to Special Education. The Supervisor will manage Special Education instructional staff including evaluation of Special Education teachers and support staff. The Supervisor ensures programs and services are operating in compliance with special education rules and is responsible for students IEP's are being correctly and legally implemented. The Supervisor is responsible for student learning for those students involved in Special Education. The Supervisor will be responsible for oversight of curriculum as it relates to Special Education, and oversight of assessment of students relative to Special Education. The supervisor must be fully conversant with the state and federal laws pertaining to special education. Lastly, the Supervisor is responsible for providing quality customer service to the staff and public in the school district for which they are assigned.

ESSENTIAL JOB RESPONSIBILITIES:

1. Administer Special Education Programs and Services as per the Federal, State and ISD Special Education Mandates including, but not limited to:
 - a. Development and review of Curriculum as it relates to Students with Disabilities.
 - b. Develop comprehensive programs and services for Special Education Students aged 0-26.
 - c. Developing and maintaining Special Education Graduation Requirements.
 - d. Implementing Transition Requirements for Special Education.
 - e. Developing and implementing appropriate pre-referral and referral systems for Special Education.
 - f. Developing needs assessments and in-service training for Special Education.
 - g. Assist Special Education Teachers in the selection, procurement, and dissemination of materials designed for use with students with disabilities.
2. Assist the Superintendent as assigned with administration of teaching and paraprofessional staff, including evaluation of staff including teacher attendance and adherence to special education law requirements, development of improvement plans, and monitoring of professional development activities.
3. Monitor and keep the Superintendent informed on all special education data, including but not limited to; student attendance, Special Education State Performance Indicator data, Special Education Graduation data, Student attendance data, Suspension and Expulsion data, special education child accounting data, and any data as a result of the Catamaran System.
4. Act as the Designee of the Superintendent in matters relating to Special Education as permitted in Special Education Rules and Regulations.

5. As assigned by the superintendent, administer the student code of conduct and discipline of students with disabilities focusing on positive behavioral, social, and emotional development. In addition to the above, a system to deal with bullying and harassment will be implemented and administered.
6. Provide administrative oversight of Special Education budget/costs.
7. Oversee Individual Educational Plans (IEP's) for students assigned to local district programs and services. This oversight includes attending IEP's, conducting IEP's, ensuring proper implementation of IEP's and procedural issues relative to IEP's.
8. Continually monitor and evaluate the District's Special Education Programs and services for both compliance and quality.
9. Assist the Superintendent relative to Special Education with corrective actions for monitoring and compliance violations.
10. Complete special Education reports required by the Intermediate School District, State Department of Education, and Federal Office of Education, including but not limited to; Membership count information, State Student Record Reports, Federal Special Education Count Day Reports, Special Education Deviations, Special Education Waivers, etc.
11. Assist the Superintendent with the recruitment, interviewing and hiring of Special Education staff, both teachers and paraprofessionals.
12. Keep accurate records of professional activities.
13. Function as a liaison with the school staff, community agencies, and professional organizations regarding special education.
14. Maintain professional competency by attending meetings, in-services, conferences, workshops and participating in professional organizations.
15. Other duties as assigned by the superintendent.
16. Provide supervision of ancillary staff/services assigned to the district by the SISD Director of Special Education.
17. Provide oversight of collaborative programs housed within the assigned district.
18. Provide oversight the Saginaw ISD Students with Challenging Behavior Program

REQUIRED QUALIFICATIONS:

1. Michigan Teacher Certificate with at least one area of endorsement in Special Education.
2. A Master's Degree, preferably in Special Education.
3. Full or temporary approval as a Supervisor of Special Education in Michigan.
4. Administrator Certificate or ability to complete in three years.
5. Three years of successful professional practice in Special Education, administrative experience in Special Education, or combination thereof.
6. Excellent oral and written communication skills.
7. Ability to work well with others as a team member in a work team environment.
8. Ability to meet the needs of the District to which they are assigned and the residents of that district.

COMPENSATION: The district will provide a competitive compensation package with salary commensurate with the education and experience of the candidate. A two-year contract with provisions for annual review and evaluation will be offered. A fringe benefit package is offered which includes health, dental, vision, life, and long term disability insurances.

APPLICATION PROCEDURE: Applicants must complete and submit an online Saginaw Intermediate School District application. In addition to the online application, a cover letter, resume, at least three (3) references, and transcripts are required. **An application may be obtained online by going to the SISD web site at: www.sisd.cc and clicking on "Employment".**



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Application Deadline: Open Until Filled

Posted: 05/8/2018

***Applicants desiring disability accommodations should contact the Human Resources Department*
"An Equal Opportunity/Affirmative Action MFH Employer"**

NOTICE OF NONDISCRIMINATION

Saginaw Intermediate School District does not discriminate on the basis of race, color, religion, sexual orientation, gender and gender identity, disability, age, or national origin in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Human Resources
Saginaw Intermediate School District
3933 Barnard Road
Saginaw, MI 48603
Telephone: (989) 399-7473

For further information on notice of nondiscrimination, see the following website: <http://1.usa.gov/1Jssk6D> or call 1-800-421-3481.