



June 4, 2010 *KD*

JOB POSTING

- Title:** Special Education Supervisor
- Qualifications:** Masters degree and Full approval in at least one area of special education. Ability to meet the requirements for Full or Temporary approval as a Special Education Supervisor as required by Rule 340.1772. Ability to speak Spanish is a plus.
- Terms of Employment:** Salary, terms and other conditions of employment established by the Board of Education.
- Reports to:** Director of Special Education
- Apply in writing to:** St. Joseph County ISD
Attn: Karen Randall
62445 Shimmel Road
Centreville, MI 49032
Fax: 269-467-4309

This posting will remain open until the position is filled.

The St. Joseph County ISD does not discriminate on the basis of race, color, national origin, gender, age, disability, religion, height, weight, or marital status, in its programs, services, or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Education, St. Joseph County ISD, 62445 Shimmel Rd., Centreville, MI 49032. Phone: 269-467-5400; Fax: 269-467-4309.

Board of Education

<i>Barbara Niblock</i> President	<i>Sally Boeschstein</i> Vice President	<i>Robert Trenary</i> Treasurer	<i>Michele Bush</i> Secretary	<i>Elizabeth O'Dell</i> Trustee
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St. Joseph County ISD
SPECIAL EDUCATION SUPERVISOR
JOB DESCRIPTION

TITLE: SPECIAL EDUCATION SUPERVISOR

POSITION GOAL:

To supervise Special Education programs, services and personnel. To provide technical assistance to local school districts and to effectively provide special education programming to students with disabilities.

QUALIFICATIONS:

- Masters degree and Full approval in at least one area of special education.
- Ability to meet the requirements for Full or Temporary approval as a Special Education Supervisor as required by Rule 340.1772.

PERFORMANCE RESPONSIBILITIES:

1. Provide technical assistance and leadership in special education to local district administrators and staff to assure appropriate services for students with disabilities.
2. Possess a solid knowledge of Federal and State laws, statues, regulations and policies affecting special education students, and convey that information as necessary to local districts.
3. Supervise and evaluate itinerant ISD personnel as assigned.
4. Possess excellent mediation skills to assist LEA's in resolving difficult situations.
5. Possess expertise with data collection and analysis to assist LEA's in achieving federal and State compliance requirements.
6. Serve as a liaison between LEA special education programs and the ISD.
7. Possess excellent verbal, written, and interpersonal communication skills.
8. Provide leadership on implementing systemic changes to improve the overall delivery of special education programming and to meet compliance requirements.
9. Facilitate communication between Special Education and General Education programs and services.
10. Participate in ISD Cabinet and other administrative activities. Serve on standing and ad hoc committees as necessary.
11. Participate in county, regional and state meetings and professional development as appropriate.
12. Assist in the development of corrective action plans to help local districts effectively address State Performance Plan (SPP) indicators.
13. Effectively allocate and assign ISD personnel and resources to best meet the needs of special education student's county wide.
14. Assist in the transition of ECDD (Early Childhood Developmentally Delayed) students to K-12 settings.
15. Oversee timelines for referral, evaluation, placement and re-evaluation of students with regard to Special Education services.
16. Consult with parents of students enrolled in Special Education programs and/or contemplating seeking Special Education services.
19. Keep informed of all legal requirements governing Special Education.
20. Oversee staff requests for supplies, mileage, professional development and other administrative functions as necessary.

21. Performs additional duties assigned by the Director of Special Education.

REPORTS TO: Director of Special Education

PERFORMANCE APPRAISALS: Director of Special Education evaluates.

TERMS OF EMPLOYMENT: Salary, terms and other conditions of employment established by the Board of Education.

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