
ANNOUNCEMENT OF VACANCY
Director of Special Education – Pontiac Academy of Excellence
JOB DESCRIPTION

The Director of Special Education oversees the District's Special Education Department. Ensures program integration with the other instructional departments, the Intermediate School District, and the State. Ensures compliance with Special Education Regulations (State and Federal). The Director of Student Services is responsible for the overall direction, coordination, staffing, and evaluation of the department programs and its employees.

QUALIFICATIONS

Required Education/Certification:

State of Michigan Full Approval as Director of Special Education or eligibility for approval

Master's degree or higher in education

Full Approval in at least one area of special education

Preferred Experience:

A minimum of 3 (3) years of successful leadership experience in special education.

A minimum of five (5) years as a special education teacher or service provider.

Experience working in a diverse community.

Demonstrated ability in the organization and supervision of special education programs.

Knowledge and experience using the techniques of modification and accommodation as they relate to the general education curriculum.

Ability to analyze existing programs and implement changes as needed.

Evidence of involvement in professional organizations

Evidence of the candidate's ability to provide quality leadership must be demonstrated through:

- excellent communication skills;
- a record of leadership in effecting reform and meaningful change in instructional practice;
- a conceptual understanding of human growth and development, learning theories and teaching methodologies and delivery models related to special education;
- skill in fostering the continued growth of staff members;
- skill in maintaining productive, positive interpersonal relationships;
- ability to mediate conflict;
- working knowledge of current best practices across disciplines

AREAS OF RESPONSIBILITY

- Serves as Director of Special Education/Support Services providing overall coordination, management and leadership to the department's personnel and programs.
- Oversees the planning and implementation of in-service education programs for special education and coordinates with general education for in-service education.

- Acts as a liaison between the staff and the community.
- Supervise and monitor the IEP process to ensure compliance with all district, county, state and national regulations.
- Supervise and monitor administration of appropriate assessments of all special needs students.
- Participate in the assignment of all personnel in designated areas of responsibility.
- Supervise and evaluate the activities of Special Education Ancillary staff, teachers, and paraprofessionals.
- Coordinate functions and activities with other instructional supervisors to assure articulation among all levels and areas.
- Other duties as assigned.

EFFECTIVE DATE: July 5, 2017

CONTRACT LENGTH: 230 days

SALARY: Commensurate with Experience

APPLICATION PROCEDURE:

Please email your resume, letter of interest, transcripts, letters of recommendation, and any supporting documentation to:
fyi-csi@comcast.net.

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WE ARE AN EQUAL OPPORTUNITY EMPLOYER

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