

VACANCY
Special Education Director
Internal/External Posting

JOB SUMMARY

The Special Education Director provides leadership and supervision for all special education programs and services, and for Section 504 student services for Coopersville Area Public Schools. The Director will work directly with principals and staff members promoting continuous quality improvement efforts to achieve the mission of the district. The Special Education Director is primarily responsible for ensuring that all students with special needs are afforded high-quality educational services that meet their individual needs as well as all compliance with all State and Federal requirements.

PERFORMANCE RESPONSIBILITIES

1. Leadership and supervision of Special Education services in compliance with all Federal and State laws, and ISD procedures.
2. Supervise, evaluate and provide instructional support/training to all Special Education personnel.
3. Assist building and district leaders with continuum of services for each student: Child Study process and Referral/Evaluation procedures to determine eligibility for special education programs or services.
4. Exhibit leadership in the area of student growth measures. Demonstrated experience implementing assessments for a variety of learners.
5. Provide leadership in the area of special education evaluation competencies within teacher evaluations and provide specific support plans for teachers.
6. Ensure all curriculum is enacted for maximum student success.
7. Assist the building administrators, general education, and Special Education staff in working collaboratively with parents.
8. Represent the District to establish cooperative agreements and to arrange appropriate regional training.
9. Maintain current and accurate records on all Special Education staff and students.
10. Submit required reports to State and Federal entities and as requested by OAISD in an accurate and timely manner to meet prescribed deadlines.
11. Collaborate with District leaders in support and implementation of the strategic plan.
12. Collaborate with building leaders in maintaining a cooperative working environment where all students experience success.
13. Work with and train special education and general education staff to design interventions.
14. Develop budget recommendations and provide expenditure control on established budgets for Special Education.
15. Supervise the recruiting, interviewing, hiring, training, and evaluating of all assigned Special Education personnel.
16. Utilize multiple student growth measures for all Special Education students analyzing barriers to student achievement and apply to the improvement of special education services.
17. Work cooperatively with the OAISD to ensure compliance to IDEA, and participate in meetings and professional development.
18. Ensure that each of the student's teachers and service providers has access to the IEP and understands their specific responsibilities for carrying out the IEP including: accommodations, modifications, and supports that must be provided to the student.
19. Other duties as assigned

OTHER REQUIRED SKILLS

1. Excellent organizational and time management skills
2. Flexibility and adaptability to work with a District team loyal to District goals
3. Positive personality, with a sense of humor, and student learning as a focus
4. Strong work ethic with a creative approach to problem solving
5. Conscientious individual willing to seek information, contribute and set goals for the benefit of students
6. Leadership skills in continuous improvement, professional learning communities, human relations, interpersonal communication skills and bringing staff, students, and community together to achieve a shared mission.
7. Successful experience in the areas of strategic planning, school restructuring, shared decision making, consensus building, budget building, and professional development.

PREPARATION, EDUCATION, EXPERIENCE, AND TRAINING

1. Three to five years of leadership experience in the supervision of the continuum of Special Education programs preferred.
2. Knowledge of special education laws and procedures.
3. Special Education Supervisor or Director Approval (or eligible for approval).
4. Master's Degree in Administration, Supervision, or Education preferred
5. Valid teaching certificate in one or more areas of Special Education or other related services provider licensed in the State of Michigan.
6. Five years of successful teaching in one or more areas of Special Education
7. Leadership experience working with staff, students and community
8. Demonstrated experience implementing, monitoring and evaluating Multi-tiered system of supports (MTSS)
9. Extensive knowledge of student instructional strategies for all learners
10. Demonstrated experience implementing programs to drive student achievement for Special Education students and close learning gaps.
11. Skill and expertise in instructional strategies, educational trends, and best practices for K-12 students with classroom experience at all levels preferred.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

Work year: 45 weeks
Salary range: \$79,210 - \$90,903

Application Deadline: **Friday, March 23, 2018 or until filled**

Please apply via the district's online AppliTrack system:

<http://coopersvillebroncos.org/our-district/administration/human-resources/>

Our District > Administration > Human Resources (bottom of page)

APPLICATION DEADLINE: Until Filled

For information about Coopersville Area Public Schools, please visit our website:

www.coopersvillebroncos.org

AN EQUAL OPPORTUNITY EMPLOYER