



**Job Code:** MGR-2017-14

**Status:** Open

**Positions:** Executive Director of Special Services

**Location:** To Be Determined

**Category:** Administrator

**Salary:** \$96,565.00 - \$135,492.00

**Posting Date:** 12/01/2017

**Deadline Date:** 01/26/2018 4:30PM

**Starting Date:**

**Reports To:** Assistant Superintendent for Teaching and Learning

**Qualifications**

- Meet teacher qualifications of the State of Michigan.
- Master's Degree in Education required.
- Eligibility to acquire temporary approval required. Michigan Department of Education Director of Special Education approval preferred.
- Successful teaching, administrative, supervisory and/or managerial experience.
- Demonstrate ability to work with students, staff, administration, parents, community and Board of Education.
- Demonstrated understanding of State and Federal Special Education rules and regulations.
- Knowledge of current issues impacting education with an emphasis on Special Education.

**Description**

- As the Instructional leader, advocate for and ensure that access to educational programming is provided to all students with disabilities.
- Promote data driven decision making focused on the improvement of student achievement.
- Utilize student achievement data to establish and prioritize instructional outcomes.
- Provide special education students instructional opportunities that support and promote their success in the general education setting.
- Provide guidance to schools regarding instructional practices that establish appropriate accommodations and educational environments for Special

Education students.

- Remain informed of legal requirements governing Special Education and ensure that staff and programs are in compliance.
- Directly supervise and evaluate the special education supervisors serving in the Special Education Department. Assume responsibility for all reports, records and other documents legally or otherwise required.
- Develop budget recommendations and provide expenditure control on established budgets for Special Education.
- Serve as District liaison for the Special Education Parent Advisory Committee.
- Assume responsibility for own professional growth and development; for keeping current with the literature, new research findings, and research based techniques; and attending professional meetings and conferences.
- Work collaboratively with the Human Resources Department on recruiting, interviewing, hiring, training and evaluating all assigned Special Education personnel.
- Partner with Human Resources to monitor assignments, certification, and highly qualified status for all department personnel.
- Maintain regular contact with UCS staff by way of meetings, correspondence, personal contact and appropriate in-service training.
- Report regularly to the Assistant Superintendent for Teaching and Learning on any developments, issues or concerns within the district. Makes recommendations regarding necessary adjustments to the delivery of services.
- Visit, on a regular basis, all Special Education programs.
- Liaison with State and local organizations serving students with disabilities.
- Perform other duties as assigned.

#### **Method**

Applicants must apply online at [jobs.utica12.org](http://jobs.utica12.org). Please scan your letter of application, resume, transcripts, and credentials, letters of recommendation, and certificates and upload to your online application. Any questions may be directed via phone 586.797.1130.

**NONDISCRIMINATION** It is the policy of the Utica Community Schools that no person on the basis of race, color, religion, nation origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination by this educational agency.