

VAN BUREN INTERMEDIATE SCHOOL DISTRICT

NOTIFICATION OF JOB OPENING

August 2, 2018

- TITLE:** Regional Supervisor of Special Education (Bangor/Covert)
- REPORTS TO:** Director of Special Education
- JOB GOAL(S):** The primary goals of the Regional Supervisor of Special Education are to: 1) hire, train and supervise ancillary staff, 2) assist local districts with providing effective special education programming, and 3) assist local districts with all compliance related activities.
- QUALIFICATIONS:**
- Education:*** Masters degree required
- Certification:*** Endorsement or other professional certification for the provision of special education, special education approval for supervisor/director with adequate continuing education credits toward maintaining such certifications required
- Work Experience:*** Three years of experience in special education administration or other position(s) of leadership significantly related to the responsibilities described in this job description.
- Skills:***
- ◆Ability to create/provide effective technical assistance in a variety of formats and venues to diverse constituencies on issues pertaining to special education
 - ◆Ability to administer professional development in all areas of special education related to ancillary staff roles and responsibilities
 - ◆Ability to implement and train individuals in “best practices” related to special education
 - ◆Possess expertise with data collection and compliance with Federal and State of Michigan Rules and Regulations
 - ◆Ability to provide leadership on implementing systemic changes to improve the overall delivery of special education programming and services.
 - ◆Ability to foresee future trends in education
 - ◆Ability to work with superintendents, principals, teachers and parents
 - ◆Capability of writing short and complete policies and procedures for special education that are understood by all
 - ◆Ability to understand the perspective from several points of view (superintendent, ISD vs LEA, building principal, special education teacher, general education teacher, support staff and parent)
 - ◆Must be child oriented
 - ◆Possess mediation skills to assist LEAs with difficult situations

ESSENTIAL JOB FUNCTIONS:

Supervisor of Special Education

1. Hire, train and supervise ancillary staff.
2. Track, monitor and assist in the correction of monitoring issues.
3. Assist LEAs in coordinating professional development for special education.
4. Assist LEA administration in evaluating, hiring and training special education teachers.
5. Promote best practice/research-based practices in the district.
6. Delineate roles and responsibilities of ancillary staff.
7. Consult with LEAs on establishing effective and efficient communication and team processes.
8. Lead the conversion to an RtI/MTSS model of assessment (early identification and intervention).
9. Increase communication of special education issues to all essential parties.
10. Assist in improving the effectiveness of special education programming and services.
11. Perform ongoing analysis of regional needs and determine how to improve effectiveness and efficiency.
12. Promote the practice of aligning curriculum between general and special education.
13. Serve as an advisor for all special education legal issues.
14. Serve as a link between the LEAs and ISD.
15. Assist in establishing methods for LEAs to effectively address crisis situations.
16. Attend contentious IEPs and complaint resolutions.
17. Assist in developing action plans to address all State Performance Plan (SPP) indicators.

General Responsibilities

1. Adhere to policies and procedures of the Van Buren ISD.
2. Complete assigned responsibilities within agreed upon time lines.
3. Perform additional tasks, responsibilities and duties as assigned by the Superintendent or Director of Special Education.

This job posting and our online application can be found on the Van Buren ISD's web site at www.vbisd.org under "employment." If you do not have access to a computer with the internet, you may use a computer at the VBISD by calling 269-539-5206.

Position is open until filled. **In-house applicants must fill out the online internal application.** Applications are viewed daily for open positions and should be submitted as soon as possible to:

***Van Buren Intermediate School District
Human Resources Department
(via our online application process)***