



Walled Lake Consolidated Schools

Michael Lonze
Assistant Superintendent
Human Resources

Educational Services Center
850 Ladd Road, Building D
Walled Lake, MI 48390
Phone: 248/956-2023
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June 27, 2018

PLEASE POST

POSITION: (1.0) SUPERVISOR OF SPECIAL SERVICES

Work Schedule: 223 work days
Salary range: \$84,738 - \$112,687

REQUIRED QUALIFICATIONS

- An earned Master's Degree or higher from an accredited institution in special education, education leadership, or related field
- Eligible for or possess approval as a special education supervisor under Michigan Department of Education guidelines
- A minimum of five years of successful related experience in special education, including experience in an educational leadership position or role
- Possess full approval and/or licensure as a school psychologist, teacher of the speech and language impaired, school social work, teacher consultant, or special education teacher
- Demonstrated leadership skills, knowledge of and proven performance in behavior planning, meeting/group facilitation, conflict resolution, and business/community educational partnerships
- Knowledge of recent trends and research based practices in the field of special education
- Valid driver's license without restrictions prohibiting driving during school hours
- Focus on Every Child, Every Day

JOB RESPONSIBILITIES

- Assist the Director with all of his/her assigned duties
- Implement IDEA requirements and Michigan Special Education Administrative Rules relative to student services
- Coordinate the district's compliance with Federal law, Section 504 of the /Rehabilitation Act of 1973, in the development of 504 plans for eligible students
- Monitor special education programs to ensure compliance with state and federal law
- Monitor all evaluations, METS, IEPCs, to ensure compliance with state and federal law
- Keep abreast of all legal requirements governing special education
- Develop forms, brochures, procedures, manuals, methods, etc., concerning special education programs and compliance with state and federal laws
- Implement procedures for referral, evaluation, placement, assignment and re-evaluation of students with special needs

In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Walled Lake Consolidated School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, political belief, military service or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. For information, contact District Compliance Officer Michael Lonze, Assistant Superintendent – Human Resources, 850 Ladd Rd., Bldg. D., Walled Lake, MI 48390, phone (248) 956-2023.

Every Day, Every Child!

JOB RESPONSIBILITIES *Continued*

- Design, develop, coordinate, and provide staff development related to special education compliance, technology supports, web-based IEP/data management systems, progress monitoring/data collection, online professional development, etc.
- Provide for the use of appropriate curriculum materials and educational technology in special education programs
- Evaluate on an ongoing basis the special education curriculum, procedures (including health and safety), and individual student needs and achievements
- Supervise, evaluate and train special services staff; assist with the selection process for professional and support staff
- Coordinate and supervise contracted professionals and all activities associated with contracted specialized services, such as therapy, psychiatric, etc.
- Assist in the recruitment, selection, and recommendation for hire of all special education personnel.
- Assist the Director in compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful, including federal grants available to the district
- Assist the Director in interpreting the objectives and programs of the Special Services Department to the Board, the administration, the staff, and the public at large
- Supervise elementary and preschool programs and activities
- Supervise and coordinate instruction for homebound or hospitalized students
- Develop and monitor all district budgets for special education—both general fund, and state and federal grants
- Attend meetings and help facilitate agreement at IEPs and other meetings regarding student goals/objectives, programs and services with parents, staff and advocates as needed
- Demonstrate excellent conflict resolution skills which build commitment to and consensus with best practices
- Develop and promote parent outreach opportunities and parent involvement
- Demonstrate outstanding interpersonal skills
- Demonstrate involvement in community activities and organizations
- Other Duties as assigned

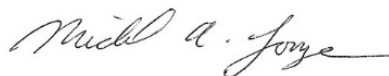
POSITION POSTED UNTIL FILLED

Interested candidates should apply on line:

Oakland Human Resources Consortium

www.oakland.k12.mi.us/OHRC

The application files must include a cover letter, resume, and three professional references.



Michael A. Lonze

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