

WAYNE-WESTLAND COMMUNITY SCHOOLS
36745 Marquette
Westland, Michigan 48185-3289

TITLE: Supervisor of Special Education
REPORTS TO: Assistant Superintendent of Climate, Culture and Social Emotional Learning
LOCATION: Board Office, Timothy J. Dyer Center
DATE: July 18, 2018
CLOSING DATE: July 31, 2018 or Until Filled

QUALIFICATION REQUIREMENTS: to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Plan and implement programs and ancillary services
- Select, orientate, and evaluate program staff
- Oversee selection of instructional materials and equipment
- Prepare and monitor program budgets
- Oversee implementation of program/services and curriculum policies and procedures
- Evaluate and develop improvements for educational programs
- Conduct staff meetings and in-service activities
- Participate in conferences, in-services, committees to keep current research and practices
- Coordinate activities with cooperating agencies
- Oversee proposal/grant planning and implementation
- Review placement of students
- Prepare various reports and records
- Oversee parenting participation
- Regular and predictable attendance

EDUCATION AND EXPERIENCE:

- Masters Degree in Education
- Formal training in educational administration preferred
- Must possess a valid Michigan Permanent, Continuing, Provisional, or Professional Teaching Certificate and an endorsement in at least one area of special education
- Three (3) years of elementary, middle or high school special education teaching experience
- Must be in compliance with the State Board of Education Rule for the continuing education of special education supervisor or director for this administrator position
- Must have mastery of techniques for the establishment of satisfactory relationships with building staff, teachers, parents, and students to promote a positive student climate

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be eligible to work in the United States
- Must have the ability to effectively communicate and work with students, staff, parents, and community
- Must have a thorough understanding of Individuals with Disabilities Education Improvement Act 2004 (IDEIA) and the Michigan Administrative Rules for Special Education (MARSE)

- Must have a solid knowledge base of research and an understanding of the best educational practices for quality education including response to intervention, co-teaching and differentiated instruction
- Ability to establish effective relationships with administration, staff, students, parents and community
- Experience with and ability to utilize all available technology, including Microsoft Office, Student Information Systems, Google Drive, Shared Drives, Hyperlinks, etc. required.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee is regularly required to stand and walk. The employee may be required to use hands to handle objects and to bend or twist at the neck and back. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee may need to travel to different work locations.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually low to moderate. The employee is frequently required to interact with staff and occasionally with the public. The employee is directly responsible for the safety and well-being of staff.

EVALUATION:

Job performance is evaluated in accordance with District guidelines.

TERMS OF EMPLOYMENT:

Compensation per the W-WCOAA master agreement, the salary range for a Grade 13 position is \$83,651 - \$101,960.

APPLICATION PROCEDURE:

Apply on line at <http://wwcsd.net> or come to the Employee Relations Department to access the online application system.

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. The Wayne-Westland Community Schools is an Equal Opportunity Employer.