



# Wayne County Schools

## Employment Network

Openings as of 2/22/2019

### *Director of Special Education and Early Intervention Services*

JobID: 12290

**Position Type:**

Administration

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**Date Posted:**

2/15/2019

**Location:**

Wayne RESA Education Center

**Date Available:**

ASAP

**Closing Date:**

03/22/2019

**Director of Special Education and Early Intervention Services (SEEIS)  
Internal/External**

The Director of Special Education and Early Intervention (SEEIS) will be responsible for assisting the Assistant Superintendent of Special Education with the planning, development and implementation of a general supervision and accountability system designed to ensure a free and appropriate public education (FAPE) for all students with disabilities in Wayne County. The Director will be responsible for the implementation and monitoring of the Early On program. The Director will support the development, direction, and management of budgets related to the IDEA and Early On. The Director will supervise and conduct the evaluation of SEEIS consultants and support staff.

**DUTIES & RESPONSIBILITIES:**

- o Assist the Assistant Superintendent of Special Education and Early Intervention with the development and implementation of a system for general supervision and accountability to ensure a free and appropriate public education for all students with disabilities in Wayne County.
- o Assist the Assistant Superintendent with the development and implementation of a monitoring process aligned with the system of general supervision and accountability.
- o Direct and manage the implementation of the monitoring process utilizing the MDE's electronic system.
- o Provide technical assistance to LEAs/PSAs related to the delivery of special education programs and services and the monitoring process.
- o Assist the Assistant Superintendent with the development and management of the Early On grant and district/agency agreements.
- o Supervise the implementation and monitoring of Early On programs and services.
- o Supervise the implementation of county wide assistive technology supports and services.
- o Stay current with all special education and early intervention laws, rules, and regulations, relevant research and effective practices.
- o Assist the Assistant Superintendent with the management, and coordination of activities/practices related to the implementation of the requirements of the

Individuals with Disabilities Education Act (IDEA), and the Michigan Administrative Rules for Special Education (MARSE).

- Provide management and support for the implementation of county policies, procedures, and practices.
- Attend and participate in Coordinating Council meetings providing regular updates regarding a variety of educational subjects
- Meet all RESA, state and federal deadlines, programmatic requirements and document expectations.
- Support the development, implementation, monitoring and documentation of local, state and federal grants as required.
- Responsible for Wayne RESA's consistent achievement of its mission and ensure that the long-range strategies are achieved in a consistent and timely manner
- Maintain official records and documentation such as work plans and grant activities
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people
- Conduct regular performance evaluations and ensure that job descriptions are maintained and reflect the direction of the department
- Assist the Assistant Superintendent with supervisory oversight and direction of Special Education consultant staff
- Assist the Assistant Superintendent with the oversight and direction in the development of the department's programs and services
- Provide leadership to help grow cross departmental collaboration
- Perform other duties as assigned

## **QUALIFICATIONS:**

### **Education**

- Master's Degree required
- Special Education Director Approval required
- Full approval in at least one area of special education required
- Administrator Certificate preferred

### **Experience**

- Four (4) years of successful administrative experience in special education required
- Minimum seven (7) years combined K-12 teaching, administrative or ISD experience required
- Experience working in a variety of school settings preferred

### **SKILLS AND TRAINING**

- Demonstrated leadership and experience in teaching, administration, planning and assessment of special education preferred
- Demonstrated consultation, training, group facilitation and process skills required
- Demonstrated skill in proposal development, organization and budget management
- Demonstrated skill in managing multiple projects and assignments required
- Demonstrated skill in building teams and supporting communication and collaboration required
- Demonstrated verbal and written communication skills required
- Demonstrated skill working with diverse populations required

### **Compensation:**

Salary: Competitive salary and comprehensive benefits package including health/dental/vision/life and long-term disability insurance. Generous time off including 19 paid holidays, sick, vacation and personal business days. Membership in the Michigan Public Schools Employee Retirement System [www.michigan.gov/ors](http://www.michigan.gov/ors).

**Application Process and Timeline:** Internal and external applicants must complete and submit an online application at <http://www.applitrack.com/resa/OnlineApp/default.aspx>

(Job ID #12290) by 3:00 p.m., Friday, March 22, 2019 in order to be considered.

Wayne County Regional Educational Service Agency (Wayne RESA) provides leadership and services to the 33 local school districts and 108 Public School Academies (PSAs) that educate almost 290,000 students. Wayne RESA is committed to the process of continuous improvement through service, leadership, collaboration, and excellence, and is a goals-driven organization that empowers staff to maximize resources to support student achievement.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

Attachment(s):

- [JOB DESCRIPTION](#)

FMLA regulations require all employers to post the [updated FMLA notice](#).

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