

# **WAYNE-WESTLAND COMMUNITY SCHOOLS**

## **36745 Marquette, Westland, Michigan 48185**

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The Board of Education of Wayne-Westland Community Schools announces a Certificated Management vacancy for the position of:

### **DIRECTOR OF SPECIAL EDUCATION**

**CLOSING DATE: Until filled**

Reports to: Assistant Superintendent Standards, Learning and Innovation

*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.*

#### **NATURE OF THE WORK**

Under the supervision of the Assistant Superintendent, Standards, Learning and Innovation, strategically plan, organize, and direct the services of the Special Education Instructional Program; develop, prepare, and implement the special education budget; direct and supervise instructional and non-instructional staff as assigned; develop, implement, and monitor special projects as assigned; provide responsible and professional staff assistance and management of special education services and activities and perform related duties as assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manage all special education, psychological and related services including the creation and revision of District policies.
- Organize supervisors and other staff to support school network principals and site based special education teams to provide special education services in alignment with federal, state and district laws and guidelines.
- Develop and implement monthly reporting system for special education that includes regular updates on annual benchmarks, testing and compliance goals, opening and closing classes, program development, enrollment forecasting and compliance issues
- Maintain, collect and report all data required by the Michigan Department of Education of the critical elements mandated of every school district.
- Train all members of site special education identification and evaluation teams on effective instructional strategies and team management and monitor team progress.
- Work with all site administrators and School Improvement teams to create, implement and maintain effective special education programs.
- Plan, coordinate and implement mentoring and support program from new special education personnel or any personnel that is struggling to meet expectations.
- Provide leadership for training of all special education personnel on legal mandates, effective IEP preparation and presentation and effective instructional programs and /or strategies.
- Provide leadership for training of all paraprofessionals on roles and responsibilities using a systematic job-embedded program.
- Oversee, coordinate and train appropriate staff.
- Monitor special education classrooms. Coordinate results with site administrators for program improvement.
- Supervise and evaluate Special Education instructional and non-instructional staff as assigned.

- Support site administrators and supervisors in the supervision and evaluation of their assigned special education staff
- Create, revise, review and submit all local, state and federal reports, budgets and grants.
- Monitor student performance data and take necessary action to improve academic achievement of special education students, particularly Resource Room, Cross Categorical and Behavior Recovery students that affect District status.
- Oversee and submit all documentation and coordinate with outside agents for all due process or complaint investigations.
- Create, implement and monitor a districtwide system to ensure timely and accurate completion and logging of IEPs into computerized databases.
- Act as liaison with the Office for Civil Rights and Michigan Department of Education to collect all data necessary in compliant investigations for Special Education students.
- Act as liaison between staff and parents. Report difficult or potentially liable issues to the Superintendent or designee.
- Attend all meetings or hearings that are perceived to be difficult, costly, or potentially could result in liable or legal issues for the District. Report any situation that would adversely affect or become costly for the District to the Superintendent/designee.
- Coordinate and supervise department meetings with assigned staff.
- Supervise and collaborate with Information Systems on all databases related to special education. Plan, coordinate, conduct and evaluate staff development programs and in-services; participate in activities designed for professional growth.
- Participate in the development of programs and services to ensure program implementation of assigned special education classes and be responsive to parent and district needs.
- Establish and maintain clear communications and cooperative working relationships with supervisors, clients, staff, parents, colleagues and other departments through announcements, letters, telephone communications, attendance at meetings and regular site visits.
- Serve as resource for information regarding special education, its purpose, objectives, applicable laws and regulations.
- Participate in the selection of core and supplemental materials for special education students. Participate in the development of new or modified programs, procedures and approaches to the educational service area.
- Establish and maintain cooperative and professional working relationships with individuals. Motivate, challenge and guide others in the improvement of educational programs and services. Analyze data and situations; render judgment, recommend decisions and solutions to problems efficiently and effectively.
- Perform academic return on investment analysis on all programs and services every 3-5 years including but not limited to: Cross Categorical, Behavior Recovery, Resource Room, Teacher Consultants, Psychologists, Social Workers, Occupational Therapists, Physical Therapists, nursing services, ACT 18 services
- Ensure that services for which the district is an operator (i.e. ACT 18) are fully financially and academically supported without a financial, instructional or personnel burden to the district.
- Recommend, select, train, supervise and evaluate staff relative to program objectives and observe and document performance.
- Ensure services billing is accurate and district is appropriately reimbursed for services provided
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Interpret applicable laws, codes, policies and regulations as they apply to special education pupils and processes.
- Ensure that the necessary human and monetary resources are properly and appropriately utilized in order to achieve the student result expectancies.
- Develop Special Education budget.
- Maintain special education records on students and the distribution of records by other districts and outside agencies.
- Perform other duties as assigned.
- Regular and predictable attendance.

## **EDUCATION AND EXPERIENCE**

- Masters Degree in Education
- Three (3) years of elementary, middle or high school special education teaching experience
- Possess valid Michigan Teacher certification with area of Special Education
- Must have earned 6 graduate credit hours or 18 SB-CEUs within the past 5 years
- Possess qualifications for approval as Supervisor or Director of Special Education
- Must meet Michigan Certification requirements for Central Office Administrator

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Must be eligible to work in the United States
- Ability to communicate effectively with staff, administrators, parents and community
- Must have mastery of techniques for the establishment of satisfactory relationships with building staff, teachers, parents, and students to promote a positive student climate
- 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
- 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 online 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.*