



Wexford-Missaukee Intermediate School District

Helping Schools Help Students

POSTING NOTICE OF FULL-TIME POSITION OPENING

February 13, 2019

TITLE Director of Special Education

DATE OF POSITION OPENING July 1, 2019

GENERAL DESCRIPTION OF POSITION The individual selected for this position will be responsible to provide departmental leadership for all Special Education services offered by the district

SPECIFIC RESPONSIBILITIES

1. Provide the primary leadership in developing, achieving and maintaining quality Special Education programs in the WMISD
2. Visionary leadership is necessary to deliver Special Education programs in cooperation with local school districts, with student outcomes and accountability in mind
3. Prepares and submits to the Superintendent recommendations relative to all matters in Special Education
4. Assist in developing and administering the Special Education budget
5. Attend all School Board meetings and Superintendent meetings prepared to respond to matters concerning Special Education
6. Interprets the Special Education program to the constituent school districts and to the community at large
7. Keeps informed in all matters concerning Special Education rules and legislative changes which may affect the efficient student-centered operation of Special Education programs in the ISD and its constituent districts
8. Recommends for employment, to the Superintendent, the best qualified and most competent personnel available. Provides for the professional growth and development of all staff assigned to the WMISD Special Education department
9. Informs staff of board-approved policy and policy changes
10. Assists in the implementation of special education millage election campaigns
11. Maintain regular contact with local school districts and LEA Special Education Contacts by way of regular meetings, correspondence, personal contact and appropriate in-service training programs for these individuals
12. Ensures compliance with local, state and federal guidelines and provides the leadership and initiative necessary to organize, administer and evaluate comprehensive programming for Special Education Services within the ISD boundaries of the ISD at which Special Education programs are being conducted when the program is in operation

13. Oversee supervision of Special Education Supervisors and itinerant, support staff and ISD classroom staff as determined by Superintendent
14. Visit on a regular basis, all Special Education programs within the boundaries of the ISD
15. Report regularly to the Superintendent on any developments or issues/problems with the district requiring the Superintendents awareness or actions
16. Assumes other responsibilities and performs other duties as outlined in full job description or otherwise assigned by the Superintendent

MINIMUM QUALIFICATIONS

1. MA Degree
2. School Administrator Degree
3. Approval as Director of Special Education
4. School Administrator Permit or School Administrator Certificate
5. Experience as a Supervisor of Special Education – Preferred
6. Successful experience as a Special Education teacher; local district experience preferred

SALARY AND BENEFITS \$ 110,195.30 Benefits include health, vision and dental along with sick days, personal days, and holidays

CALENDAR Year-Round (260 days)

APPLICATION PROCEDURE Applicants **must** submit an application, cover letter, resume, copy of college or university transcripts and credentials, and three letters of reference from individuals familiar with the candidate's work experience and abilities. If sending documents electronically, only Word and PDF accepted (JPEG is not accepted). An application may be obtained online by going to the [WMISD Website](https://wmisd.org/) (<https://wmisd.org/job-postings/>).

Please submit application materials to:

Melissa Johnson, Human Resources Assistant

Wexford-Missaukee ISD

9907 East 13th Street

Cadillac, MI 49601

Phone: 231-876-2276

Email: [Human Resources \(humanresources@wmisd.org\)](mailto:humanresources@wmisd.org)

APPLICATION DEADLINE March 20, 2019 at 3:00 pm