



## Wexford-Missaukee Intermediate School District

Helping Schools Help Students

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### **NOTICE OF FULL-TIME (11 Month) POSITION OPENING (2 positions)**

March 1, 2018

**TITLE** Supervisor of Special Education

**DATE OF POSITION OPENING** On or about June 15, 2018

**GENERAL DESCRIPTION OF POSITION** The individual selected for this position will serve on the administrative team, supervise Wexford-Missaukee ISD staff members, and assist local school district staff members in a full-time (11 month—August through June) capacity.

#### **SPECIFIC RESPONSIBILITIES**

1. Assist the Special Education Director in determining planning, fiscal and organizational needs regarding special education services
2. Create and maintain a positive environment in which all staff members can feel free to constructively contribute to the goals and objectives of the WMISD Board of Education
3. Effectively and efficiently evaluate all supervised staff members in a timely manner
4. Maintain a high level of professionalism in the administration of all programs, and create a positive image of WMISD to the local school districts as well as the general public while insuring quality programming for all students

#### **MINIMUM QUALIFICATIONS**

1. Candidate must meet Michigan State Department of Education criteria for full or temporary approval as a Supervisor of Special Education from a State approved college or university
2. Candidate must possess a State of Michigan School Administrator Certificate
3. A minimum of three years satisfactory teaching experience or related special education experience including at least two years of experience teaching students with disabilities in a special education classroom
4. Demonstrate an ability to communicate effectively orally and in writing
5. Must have demonstrated technology skills
6. Must have demonstrated skills and knowledge of human relations and the change process
7. Knowledge of behavior management techniques, writing behavior intervention plans, functional behavior analysis, implementing positive behavioral supports, etc.
8. Knowledge of and/or willingness to develop skills in: Crisis Prevention Institute (CPI), Love & Logic, Assistive Technology, Gentle Teaching, skills to support complex communication needs, and other similar items will be helpful

9. Experience with students with Moderate and Severe Cognitive Impairments, Severe Multiple Impairments, Autism Spectrum Disorder, behavioral challenges, etc. and the curriculum and teaching strategies to meet their needs is required
10. Must have at least a basic understanding of the School Improvement Process

**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. An application may be obtained online by going to the [WMISD Website](https://wmisd.org/job-postings/) (<https://wmisd.org/job-postings/>).

**Please submit application materials to:**

Melissa Johnson, Human Resources Assistant

Wexford-Missaukee ISD

9907 East 13<sup>th</sup> Street

Cadillac, MI 49601

Phone: 231-876-2276

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

**APPLICATION DEADLINE** March 16, 2018 at 3:00 pm or until filled