

P L E A S E R E - P O S T

**SUPERVISOR OF SPECIAL EDUCATION**

**Date Posted:** ~~October 26, 2017~~ Reposted: December 15, 2017  
**Closing Date:** Until Filled  
**Anticipated Start Date:** As soon as possible  
**Department:** Special Education  
**Reports To:** Director of Special Education  
**Work Year:** 47 Weeks

**Summary:** Provides leadership and uses supervisory and administrative skills to support sound educational programs for students who require special education services. Assists LEA's and ISD in the operation of Special Education programs and services which are effective for students with disabilities, fiscally responsible and in compliance with state and federal rules and regulations.

**Essential Duties and Responsibilities:** *Work is performed under the general supervision of administration. An employee in this position may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)*

1. Determines caseloads, assignments and job expectations for staff.
2. Conducts staff evaluations
3. Coordinates services with other departments and agencies to ensure comprehensive programming.
4. Supervises and coordinates programs and classes.
5. Responsible for compiling and maintaining all reports, records, etc., that are legally required and used.
6. Consults with parents of students enrolled in programs.
7. Provides programs to supplement regular classroom instruction.
8. Arranges Special Ed transportation.
9. Assists in the adaptation of school policies to include special education needs.
10. Establishes and maintains standards of student conduct and enforces discipline as necessary.
11. Cooperates with college and university officials regarding teacher training and preparation.
12. Selects, trains, evaluates, schedules, and supervises departmental staff.
13. Attends and participates in weekly supervisory meetings related to special education policy determination and program improvement.
14. Prepares and supervises execution of department budget.
15. Interprets and administers state and federal rules and regulations as they relate to special education.
16. Consults with LEAs and approve expenditures of supplies and equipment for classrooms.
17. Evaluates LEA programs as requested by LEA administrators.
18. Attends various meetings such as Board meetings and PAC meetings.
19. Participates in and monitors the IEP team meetings of students being considered for placement in Special Education.
20. Informs all local school districts and building principals regarding ISD referral and service policies and procedures.

21. Keeps staff and LEA's informed as to changes in rules and regulations related to Special Education laws.
22. Plans and supervises staff meetings and in-service activities.
23. Keeps staff and local administration informed of due process procedures in Special Education.
24. Facilitates procedures for due process hearings.
25. Conducts investigations, monitoring activities and completes reports.
26. Provides updated information on available resources for outcome based education program evaluations and other programmatic issues.
27. Completes and submits within time lines of federal grant applications, amendments and other reports.
28. Administers the instruction grant entitled Technology, Materials, and Training.
29. Implements procedures for ensuring students are eligible for the student count.
30. Completes or contributes to appropriate sections in the ISD Plan which pertain to continuum of programs and services, IEP team placement options and personnel projections.
31. Submits year-end report summarizing ISD's continuum of programs and services and the efforts to implement LRE and Inclusion.

**Supervisory Responsibilities:** Professional and paraprofessional staff, clerical staff.

**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.*

**Education, Certifications, and Experience:** Required Master's degree in a field of study related to special education. Valid Michigan Teaching Certificate with required full approval in at least one area of special education; approval in more than one Special Education area desirable. Must have Michigan Administrative Certification or obtain one within first three years of employment. Eligible for approval as a Special Education Supervisor in the State of Michigan. Comprehensive supervisory experience; extensive knowledge of state and federal regulations. Successful experience in interpersonal relationships and team building.

**Language Skills:** Able to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Able to write reports business correspondence, and procedure manuals. Able to effectively present information and respond to questions from groups.

**Budget Skills:** Working knowledge of special education finance. Able to work with mathematical concepts such as probability and statistical inference. Able to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Able to apply financial concepts such as compound interest, time value of money, tax rates and discounts.

**Reasoning Ability:** Able to define problems, collect data, establish facts, and draw valid conclusions. Able to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Other Skills And Abilities:** Must be able to transport between school buildings, districts and cities. Able to apply knowledge of current research and theory in specific field. Able to establish and maintain effective working relationships with students, staff and community. Able to communicate clearly and concisely both in oral and written form. Able to perform duties with awareness of all district requirements and Board of Education policies. Knowledge of Michigan and federal legislation for individuals with disabilities.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk or hear, and travel to various work sites. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well being, and work output of others. Must be able to meet demands from several people.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet. The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings, moderate.

**Pre-employment Screening:** Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodations) and a drug test.

**Employment Date, Salary, and Fringe Benefits:** Anticipated employment date is as soon as possible. This is a 47-week position. Placement on the Administration Salary Schedule depends upon qualifications and experience. The anticipated new employee starting salary range is \$79,086.60 - \$92,472.30. Paid health, dental, vision, life and long-term disability insurances, sick, vacation and personal business days.

**Contact:** Interested parties should go to our website, [www.jcisd.org](http://www.jcisd.org) to complete an online application.

### **APPLICATIONS ACCEPTED UNTIL FILLED**

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.