

Learning For All...Whatever It Takes

## NOTICE OF VACANCY

Position Title: Assistant Supervisor for Center Programs

Posting Date: July 28, 2026

Location: Brookside Learning Center

Reports To: Supervisor of Special Education

Salary/Benefits: \$56,301 - \$92,897 based on experience; benefit package available

Available: Immediately; Full-time; 220 day contract

FLSA Status: Exempt

Closing Date: August 5, 2026 or until filled

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### Job Summary:

Reporting to and under the direction of the Supervisor of Special Education, the Assistant Supervisor for Center Programs fosters a safe, supportive, and inclusive school environment. This role provides leadership, supervisory, and administrative oversight to deliver high-quality early intervention and special education programming across both local and center-based settings.

### Qualifications:

- Michigan teaching certificate with special education endorsement;
- Master's Degree from an accredited college/university;
- Full or temporary special education supervisor state approval or working towards approval;
- Minimum 3 years successful experience in Special Education;
- Minimum 1 year successful experience in Special Education Administration preferred.

### Essential Duties:

- Stays current on state and federal legal requirements governing Special Education and Early On services to ensure district compliance and effective leadership.
- Assists in coordinating and supervising staffing, re-evaluations, and Individualized Education Program (IEP) meetings to ensure services are delivered efficiently in the least restrictive environment (LRE).
- Ensures strict adherence to federal mandates (IDEA) and state rules (MARSE) across all center-based and local programs.
- Supervises the administration, accommodation protocols, and reporting of state assessments (e.g., M-STEP, MI-Access).
- Analyze student achievement and progress-monitoring data to guide instructional decisions.
- Conducts observations and evaluations for special education teachers, itinerant/ancillary staff, and support personnel, delivering timely, specific, and actionable feedback.
- Coaches and mentors staff to maximize student learning, build capacity, and improve classroom practices.
- Designs and facilitates professional development for certified and paraprofessional staff, emphasizing implementation science, evidence-based practices, and shared leadership.

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- Establishes and maintains standards for student behavior; enforces discipline in alignment with positive behavior interventions to ensure a safe, supportive environment for students and staff.
- Facilitates collaborative problem-solving and guides the resolution of operational challenges or interpersonal disagreements among staff, administrators, and parents.
- Participate in Functional Behavior Assessments (FBAs) and Behavior Intervention Plan (BIP) development.
- Collaborates with ISD administrative teams, local constituent district leaders, and community agencies to build and maintain high-quality programs.
- Collaborate with school psychologists, social workers, behavior specialists, related service providers, and families.
- Articulates district vision, expectations, and program information clearly and consistently through oral and written communication.
- Assists the Supervisor of Special Education with daily building operations and serves as the administrator-in-charge in the supervisor's absence to ensure uninterrupted leadership and program delivery.
- Regular and predictable in-person attendance is required for this position.

### Working Conditions: (include physical demands and work environment)

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, see and hear. The employee is frequently required to stoop, kneel, crouch, crawl and reach with hands and arms. The employee may occasionally lift and/or move 60 pounds or more. Noise levels are typically moderate. Regular district travel may be required. (Travel is reimbursable)

Application Procedure: All interested applicants apply at <https://jobs.redoverk12.com/org/hsisd>

Contact Information: Heritage Southwest Intermediate School District  
Human Resource Department  
61682 Dailey Road  
Cassopolis, MI 49031  
(269) 445-6217 (Application Assistance or Questions about Postings)

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