



Position Opening

INTERNAL/EXTERNAL

POSITION: Supervisor – Special Education

QUALIFICATIONS: Required: Master's degree and 3-5 years of related experience in an area of special education.

Must have one of the following:

- Michigan Department of Education approval for Supervisor of Special Education Full or Temporary Approval and/or willingness to obtain one or;
- Have obtained a State of Michigan approved K-12 administrative or central office certification and/or willingness to obtain one. (Completion of continuing education requirements as stated in the School Code § 380.1246.)

CERTIFICATIONS: Valid Driver's License required.

SUMMARY: To use leadership, supervisory and administrative skills to insure students with disabilities are provided with sound educational programs, experiences and services commensurate with their needs and abilities, as defined by State and Federal Guidelines.

PRIMARY DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Supervise, develop, coordinate, and evaluate, assigned:
 - programs and curriculum
 - certified and non-certified personnel
 - professional development to include special activities and events at the building level
 - student placement and scheduling
 - health, safety, security, and emergency procedures
 - compliance with state and federal statutes and regulations
- Attends various meetings (board meetings, trainings, hearings, IEP's, community events, district and ISD administrative meetings) for the purpose of providing and/or receiving information and direction.
- Meets regularly with local district representatives in the implementation of least restrictive environment.
- Keeps Special Education Director and Superintendent informed regarding needs and problems with special education.
- Serve as a resource person to program staff, special education staff, principals, parents, and community.
- Develop and maintain positive working relationships with civic organizations and other agencies involved with the students.
- Ensure fiscal responsibility in the use of special education dollars for the development of programs and services including identifying professional development, technology and program supplies.
- Ensure efficient use and maintenance of special education equipment.
- Promote and provide leadership for continuous improvement activities.
- Evaluate the performance of Special Education staff assigned to him/her.
- Comply with State and Federal statutes and Board Policies.
- Promote a positive image of BAISD and special education.
- Be present in buildings with regular and continued attendance and punctuality.
- Follow all Board Policies, Staff Handbook and Administrative Guidelines.

SALARY: Administrator salary schedule, Strand C. Commensurate with candidate's educational and experience background.



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DATE OF POSTING: July 21, 2026

APPLICATION DEADLINE: Until Filled

APPLICATION PROCEDURE: Cover letter/resume/transcripts/certifications must be submitted online via the employment link at:

www.baisd.net

Policy Against Discrimination and Retaliation (Title II, Title VI, Title VII, Title IX, Section 504)

The District Board of Education complies with all federal, state and local statutes and laws prohibiting discrimination and retaliation and expressly prohibits unlawful discrimination or unlawful retaliation in any form. Specifically, Bay-Arenac ISD provides equal employment opportunity and treatment regardless of race, religion, color, gender, age, national origin, disability, height, weight, or any other orientation status protected by federal, state or local law.

Grievance Procedure: *If any person believes the Bay-Arenac ISD or any part of the school organization is in some way discriminating on the basis of race, religion, color, sex, age, national origin, handicap or disability, height, weight, marital status or any other status protected by federal, state or local law, in providing instructional opportunities, job placement assistance, employment practices, policies governing student conduct and attendance, or in any other services provided by the Bay-Arenac ISD, he/she may bring forward a complaint which shall be referred to as a grievance, to the Bay-Arenac ISD Civil Rights Coordinator at the following address: Jennifer Grigg, Director of Human Resources, Civil Rights Coordinator, Bay-Arenac ISD, 4228 Two Mile Road, Bay City, MI 48706, 989-667-3230.*