



Open Position DIRECTOR OF SPECIAL EDUCATION

POSTED: August 4, 2020

DEADLINE: Until Filled

FTE: 1

SUMMARY

The Director of Special Education will oversee programs that provide assistance to students with special needs ensuring that special needs students are able to learn based on their unique set of skills and challenges.

COMPENSATION

To be determined by the Superintendent and Board of Education, depending on qualifications and experience.

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Collaborate with District Principals and Special Education Teachers for the purpose of implementing and maintaining services and/or programs.
2. Determine staffing levels for school Special Education programs for the purpose of providing services with fiscal efficiency.
3. Direct personnel for the purpose of delivering services which conform to established guidelines.
4. Develop proposals, new programs, budgets and grants for the purpose of meeting District goals.
5. Evaluate District Special Education programs and monitor the implementation of Special Education and compliance with regulations in each location, for the purpose of carrying out and achieving objectives with area of responsibility.
6. Facilitate meetings and processes, for the purpose of conforming to District and State curriculum and/or instructional objectives.
7. Manage fiscal resources from the General Fund and special education grants, prepare budgets and direct spending, and monitor maintenance of effort, for the purpose of fiscal efficiency in providing required services.
8. Prepare documentation and report data to the Michigan Department of Education for the purpose of providing written support, conveying information and complying with State and Federal regulations.
9. Evaluate special education staff including but not limited to: speech pathologists, school psychologists, Early Childhood Special Education teachers, and special education social workers.
10. Serve as the District representative for IEP meetings.
11. Coordinate with outside agencies to provide services to students and staff, for the purpose of offering appropriate services.
12. Direct the Medicaid Administrative Claiming process and direct billing of Medicaid-eligible special education services provided by the District.
13. Supervise the training of the special education instructional assistants for the purpose of assuring well-trained personnel.
14. Maintain a high level of knowledge regarding developing Special Education issues, changes in the laws and educational methods of educating students with disabilities.
15. Incorporate policies and procedures in accordance with laws and regulations.
16. Ensure that all practices in the district are legal and ethical for each student so that each child has the opportunity to achieve at a high level and be prepared for post-secondary success.
17. Supervise and coordinate home instruction for homebound or hospitalized students.
18. Arrange for transportation of Special Education students.
19. Perform other duties as assigned by the Superintendent.

QUALIFICATIONS

1. Master's Degree in Education or related field from an accredited college or university
2. Administrator certificate, or must be willing to work toward obtaining an Administrator Certificate
3. Current Teaching Certificate
4. Prior teaching experience with increasing levels of administrative responsibility in Special Education curriculum
5. Demonstrate leadership in special education, curriculum development, and supervision
6. Demonstrate knowledge of current instructional methodology for special education
7. Previous experience working with culturally diverse students
8. Excellent communication skills
9. Pass a physical examination, drug screen and background check (CHRI)
10. Ability to adhere to district confidentiality policy.

STARTING DATE

2020-2021 school year

APPLICATION SUBMISSION

If you are interested in applying for the above position, submit a letter of interest and an application to:
Clintondale Community Schools, Human Resources
35100 Little Mack, Clinton Township, Michigan 48035
Or email your letter of interest to: walmsle@clintondaleschools.net

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of Clintondale Community Schools that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation), disability, age (except as authorized by law), height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. If you have any questions or need to contact someone about discrimination of any kind in the school district, contact the Superintendent at 35100 Little Mack, Clinton Township, Michigan 48035.