



Special Education Director

Position Summary:

The Director of Special Education is the immediate supervisor to a team of special education direct and support staff responsible for providing instructional services to students with special needs; Works in collaboration with district leaders, staff, and parents to ensure that all students are provided access to an optimal education within the least restrictive learning environment; Responsible for special education programming including compliance with all State and Federal rules/regulations; Serve as the point of contact liaison for all special education compliance matters throughout the MC-ISD; Serve as Child Find Coordinator.

Required Qualifications:

- Director of Special Education Full Approval
- Possess a master's degree or higher.
- Possess a valid full approval or endorsement in at least one area of special education from the Michigan Department of Education, Office of Special Education (MDE, OSE).
- Must have three years of successful professional practice or administrative experience in special education, or a combination of practice and experience.
- 30 semester or equivalent hours of graduate credit and a successful 200-clock-hour practicum in special education administration
- School Administration Certification

Preferred Qualifications:

- Five years of successful experience with instruction in special education and school administrative experience; Demonstrated ability to work in a collaborative manner with parents and professionals; Demonstrated experience improving student achievement for students with disabilities.

Conditions of Employment:

Employment Date: July 1, 2024

Terms of employment: 52 weeks per contract/fiscal year

Salary Range: \$90,000-\$105,000; Full Benefit Package; Salary & Benefits commensurate with qualifications and experience.

Posting Date: April 16, 2024

Application Deadline: May 24, 2024

Send cover letter, resume, and application to:

Janene Salewsky – HR/Office Manager-Menominee County ISD

1201 41st Avenue, Menominee, Michigan 49858

careers@mc-isd.org



Telephone: (906)863-5665

Intermediate School District

Fax: (906)863-7776

1201 41st Avenue

Menominee MI 49858

www.mc-isd.org

TITLE: Special Education Director

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REPORT TO: MCISD Superintendent

GENERAL SUMMARY: The Director of Special Education is the immediate supervisor to a team of special education direct and support staff responsible for providing instructional services to students with special needs; Works in collaboration with district leaders, staff, and parents to ensure that all students are provided access to an optimal education within the least restrictive learning environment; Responsible for special education programming including compliance with all State and Federal rules/regulations; Serve as the point of contact liaison for all special education compliance matters throughout the MC-ISD; Serve as Child Find Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate and oversee referral, evaluation, and placement of students with disabilities
- Advocate for the rights and needs of students with disabilities
- Develop and administer special education programs consistent with district goals and applicable laws for children from birth through age 25
- Promote and assist planning of individualized instruction, cooperative curriculum development, instructional support, and the least restrictive placement for student learning
- Mediate special education issues, complaint resolutions, and IEPs with parents and school staff
- Coordinate Child Find activities to locate students suspected of having a disability
- Provide leadership to LEAs to apply all district policies and State/ Federal Laws as they pertain to special education and MARSE
- Provide input and guidance to LEA administrators and special education staff regarding case management, compliance, IEP writing, and documentation
- Review IEPs to ensure alignment with the student's identified needs and compliance with special education guidelines; Ensure implementation of IEPs; Chair IEP meetings; Supervise IEP process across the MC-ISD
- Attend student meetings as appropriate/requested by parents, staff, or LEA administration
- Oversee all Special Education programming, staffing, student placement, and compliance issues

- Create and abide by guidelines to establish a systematic approach to the identification of students with disabilities and implementation of IEPs
- Advise district and school administration on Special Education issues including State/Federal law and regulation
- Work collaboratively with the business office to manage Special Education funding, expenditures, and resources; Oversee budget requests
- Oversee assessment implementation and accommodations for Special Education students
- Regularly update the Superintendent and the Board of Education on applicable Special Education matters
- Keep informed of legal requirements governing Special Education and assure that staff and programs are in compliance with the law
- Supervise the recruiting, interviewing, hiring, training, and evaluating Special Education personnel
- Collaborate with school-based administrators regarding the discipline of students with disabilities
- Facilitate and/or participate in all matters of dispute resolution with the Michigan Department of Education and the Office for Civil Rights pertaining to students with disabilities
- Knowledge of Multi-Tiered Systems of Support and Positive Behavioral Supports and Interventions
- Maintain accurate database and files of former and current students served in special education
- Work with Child Study Committees in developing, implementing, and evaluating proper child study procedures
- Plan, implement, and facilitate professional development/in-services for school staff assigned the responsibility of delivering and overseeing the special education services/programs/process in their buildings
- Serve as the point of contact and communicates with parents and stakeholders regarding special education
- Ensure school districts are in compliance with all relevant laws and regulations including IDEA, MARSE, FERPA, and ADA
- Meet with students, parents and related school personnel regarding individual student needs
- Oversee proper documentation and collection of appropriate special education records including Medicaid billing and accurate pupil accounting membership
- Keeps school district staff informed of changes in laws or regulations in areas of responsibility
- Participate in all training as required to maintain awareness of changes in special education rule and laws
- Extensive working knowledge of legal matters related to special education compliance and school law
- Work collaboratively with LEA administration and staff to ensure effective delivery of special education programs and services
- Ability to develop training materials and conduct targeted professional development
- Use excellent written and verbal communication skills with parents, staff, and stakeholders to effectively assist with implementation of special education programs
- Ensure that student records are maintained and secured with accurate information, reporting capabilities, and confidentiality in accordance with applicable laws
- Assists with staffing, supervision, budgeting, data collection/reporting, staff development, instruction, continuous improvement monitoring, program implementation, and evaluation for identified special education programs
- Knowledge of or ability to learn multiple software database systems including EdPlan, Catamaran, PowerSchool
- Participate in Title IX and Threat Assessment training
- Perform other duties as assigned

REQUIREMENTS:

- Trained or willing to be trained in 5D Teacher Evaluation Framework
- Maintain confidentiality; Regular and reliable attendance; Daily travel
- Understand and embrace the inclusion of all students
- Possess valid driver's license and maintain all required professional licensure
- Pass all required background checks

- Demonstrated ability to work in a collaborative manner with parents and school professionals
- Ability to work independently and as part of a team
- Ability to communicate effectively at all organizational levels; Excellent verbal and written skills
- Ability to multitask; Ability to carry out duties as assigned
- Ability to complete assigned tasks with and without direct supervision
- Ability to integrate technology into everyday workflow
- Ability to develop and maintain successful working relationships with students and school staff
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Practice safe work habits; Adapt to frequent changes in work environment
- Prepare and maintain a budget and exercise proper budgetary control measures
- Comprehend, interpret and implement laws, rules, policies, regulations, and guidelines
- Ability to lift/carry items up to 30 pounds, frequent walking, standing, sitting, going up/down stairs
- Occasional irregular or extended work hours to meet multiple demands
- Carry out the mission and values of the MC-ISD
- Be student-centered and advocate for students

TERMS OF EMPLOYMENT: In accordance with Employee Contract.

EVALUATION: Performance will be evaluated in accordance with provisions of the Board Policy.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I am aware of and have the opportunity to review the Menominee County Intermediate School District Bylaws and Policies which are housed in the Superintendent and Departmental Offices during normal business hours.

Signature

Date

Notice of Non-discrimination

It is the policy of Menominee County Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources/Office Manager, 1201 41st Ave, Menominee, MI, 49858. (906) 863-5665. MCISD is an E.O.E.