

## INGHAM INTERMEDIATE SCHOOL DISTRICT

### Position Announcement

<b>Job Title:</b>	<b>Principal, Heartwood School</b>		
<b>Location:</b>	Heartwood School, Mason	<b>Start Date:</b>	July 18, 2018
<b>Salary Range/ Level:</b>	\$84,240 – 107,900 (commensurate with experience) Administrator 2018-19 Salary Schedule	<b>Terms of Employment:</b>	52 weeks/year, 5 days/week, 8 hours/day
<b>Date Posted:</b>	Tuesday, June 26, 2018	<b>Application Deadline:</b>	Wednesday, July 11, 2018 @ 4:00 p.m.
<b>Application Process:</b>	<p>A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. (See application instructions at <a href="#">Ingham ISD</a> under Employment.)</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> <li>• Attached within the online application (preferred)</li> <li>• Faxed: (517) 676-4294</li> <li>• Emailed: <a href="mailto:jobline@inghamisd.org">jobline@inghamisd.org</a></li> <li>• Mailed: Ingham ISD, Human Resources 2630 W Howell Road, Mason, MI 48854</li> </ul>		
<b>Ingham Intermediate School District</b>			
<b>Mission</b>		<b>Vision</b>	
Ingham ISD exists to serve and lead through collaboration, innovation and advocacy.		Ingham ISD, in partnership with all stakeholders, will transform our community by fostering the success of all learners in preparation for college, work and life.	
<b>Job Description</b>			
<p><b>Position Opportunity:</b> Provides instructional leadership to assigned staff in the provision of appropriate education for students with disabilities up to age 26, who have autism, moderate/severe cognitive impairments or severe multiple impairments.</p> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• MA in Special Education/Administration with approval or ability to obtain approval as supervisor or director of special education and two to three years of school/program administration experience.</li> <li>• Possess current Michigan Administrator Certification or are enrolled in a program leading to certification as a school administrator not later than six months after date of employment, with three years to meet the certification requirements.</li> </ul>			

- Three to five years' experience teaching students with autism or moderate/severe cognitive impairments or severe multiple impairments.
- Ability to cope with emergency situations as it pertains to health, safety and welfare of students.
- Ability to respect confidentiality where appropriate in sharing information with parents, staff and others.
- Ability to adjust schedule and resources according to most critical need.
- Ability to gather information, analyze data, problem solve, and implement decisions in both a leadership capacity and as a member of a team.
- Knowledge of state and federal laws as it pertains to Special Education and the ability to guide implementation of these statutes, regulations and rules.
- Knowledge of organizational policies and procedures.
- Interpersonal skills to provide effective leadership of professional and non-professional staff and to deal discreetly with parents, community groups and constituent district staff.
- Skills in such supervisory functions such as observing staff, providing feedback, team building, and continuous improvement.
- Knowledge of technology operations and curriculum integration.

**Performance Responsibilities:**

- Reviews individual student records to determine eligibility and placement for Heartwood School programs in collaboration with local school districts.
- Facilitates Heartwood School program based on best practice and current research.
- Facilitates committee meetings and/or efforts that fulfill both state requirements and continual improvement initiatives, including but not limited to: School Improvement, Ed Yes, Curriculum Committee, Statewide Assessments, MiBLSi, etc.
- Facilitates meetings and collaborates with instructional staff and parents on matters pertaining to educational and behavioral challenges in school for individual students.
- Facilitates Parent Council meetings and activities which includes, but is not limited to fundraising efforts, purchases for the program and/or after school activities/events.
- Establishes and maintains a relationship with colleges, community organizations and other schools to coordinate educational services which involves field experience for teachers, interns, and public volunteers.
- Coordinates pupil transportation related to Heartwood which involves direct contact with transportation supervisors and special transportation corporation (private) to insure all students in area are furnished transportation and that special problems are taken care of to provide for health, safety and welfare of students.
- Annually prepares and implements the budget for Heartwood School.
- Process all requisitions and allocates supplies, equipment and instructional materials as needed after receiving rationale from staff for same, staying within budget as allocated for department.
- Collaborates in the development/planning of the instructional environment to include the school building and outdoor locations i.e., playground equipment, play area, etc. Works with teams to write grants to support these efforts.
- Evaluates and adjusts educational programs/services to insure compliance with state and school board standards and best practices. This includes, but is not limited to curriculum development, positive behavior supports, IEP planning, writing, and implementation, alternative assessments, and transition services.

- Facilitates personnel procedures with Heartwood School staff which includes recruitment, selection and recommendations for employment, assignments, mentoring, professional development, and appraisal.
- Maintains a school atmosphere which supports high expectations for all and is conducive to learning in all aspects of the core curriculum and other areas deemed essential to support the mission, vision and beliefs of Heartwood School.
- Supervises professional staff, paraprofessional staff, and office personnel to assure quality operation of facility.
- Supports planning and supervision of the Heartwood extended school year program.
- Demonstrates computer literacy and application skills related to the variety of systems utilized at Heartwood.
- Other duties as assigned by the Director of Student Support Services.

**General Summary:**

Ingham Intermediate School District administrators are responsible for implementing the mission and goals of the District, including, but not limited to, seeking continuous improvement of services provided; seeking to satisfy constituent needs within the parameters of the goals and District resources; providing leadership to enable staff to perform their jobs to the best of their potential, and seeking to make the Ingham ISD indispensable to its constituents.

**Expectations:**

In alignment with the directions and parameters of the mission, vision and organizational principles of Ingham ISD, the administrator named above shall:

- Set effective and efficient program and service goals which align with the mission, vision and goals of the District.
- Build and support teams that participate in the identification, implementation and assessment of District and/or department goals.
- Position the District to be indispensable to its constituents.
- Anticipate and adapt to changes to better serve constituents.
- Plan and implement professional development for both self and staff to ensure continuous learning and improvement.
- Maintain an environment in which staff works with trust, integrity and responsibility to ensure that the District maintains a dynamic environment that people seek to join.
- Supervise staff, defining tasks to be accomplished, setting expectations for standards of performance and following district processes to ensure that the work of the District is accomplished.
- Demonstrate developing competence in the areas of leadership, interpersonal relationships, individual attributes, and aligning performance for success.

**Working Conditions:**

Works in school environment where there is no physical discomfort due to temperature, noise, dust or the like.

Preceding data are intended to convey information essential to making fair pay decisions about the job, and are not exhaustive lists of the skills, efforts, duties, responsibilities or working conditions associated with it.

**Notice of Non-discrimination**

It is the policy of Ingham 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: Director of Human Resources, 2630 West Howell Road, Mason, MI, 48854. (517) 244-1289.