



**CLARE-GLADWIN**  
REGIONAL EDUCATION SERVICE DISTRICT  
*Excellence in Education Services*

## **NOTICE OF AVAILABLE POSITION**

**Posted May 10, 2018**

**Position Title:**

Director of Special Education

**Starting Date:**

July 01, 2018

**Job Location:**

Clare-Gladwin RESD

**Compensation:**

Competitive salary and benefits

**Work Days per Year:**

229 days (260-day contract with 20 vacation days and 11 holidays)

**Reports To:**

Clare-Gladwin RESD Superintendent

**Qualifications Required:**

- Certified and approved as a Director of Special Education by the State of Michigan, Department of Education, Special Education Department.
- Master's degree. (Specialist in Education preferred.)
- Experience as a special education teacher or special education service provider, minimum of 5 years.
- Experience as a supervisor and/or administrator in Special Education Programs, minimum of 3 years preferred.
- Excellent interpersonal, written, and oral communication skills.
- Evidence of working in collaborative partnerships with local districts, community agencies, and other ISDs.
- Demonstrated ability in special education administration including human resources functions and budget management.

**Job Objective:**

The Special Education Director administers and provides leadership for all aspects of the Clare-Gladwin RESD Special Education programs in accordance with state and federal mandates.

**Application Deadline:**

May 29, 2018 at noon.

**Application Procedure:** (Application may be downloaded from [www.cgresd.net](http://www.cgresd.net))

Send Letter of Interest, Resume, Transcripts, Certifications, and completed Application to:

Clare-Gladwin Regional Education Service District  
Attn: Human Resources  
4041 E. Mannsiding Road  
Clare, Michigan 48617  
(989) 386-3851

**Statement of Compliance with Federal Law**

The Clare-Gladwin Regional Education Service District Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Clare-Gladwin Regional Education Service District Board of Education that no person on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in employment or in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.