

**FRASER PUBLIC SCHOOLS  
FRASER, MICHIGAN**

**TITLE:** Supervisor of Special Education

**QUALIFICATIONS:**

- Master's Degree in Education required
- 3 years' experience working Special Education programs preferred
- Administrative/supervisory/leadership experience preferred
- Recommendation from a college or university, approved by the State Board of Education, for temporary or full approval as Supervisor of Special Education working to fulfill eligibility requirements for Administrative Certification from the State of Michigan required
- Demonstrated ability to work with the entire school community
- Excellent verbal and written skills required

**REPORTS TO:** Director of Special Education

**SUPERVISES:** Various Special Education Staff

**JOB GOAL:** Support the Director of Special Education in various special education programs, staffing and other related functions.

**ASSIGNED RESPONSIBILITIES:**

- Participate and reviews all METS, REEDS, IEPs and staffing as needed
- Responsible for implementing the mission and vision of the special education department
- Assume responsibility for compiling and maintaining accurate records and other documents required
- Serve as the primary evaluator for Special Education Aides.
- Coordinates and approves the transition of students into and out of MISD center programs
- Assist in the selection of new teachers, paraprofessionals and ancillary staff
- Assist in the assignment of teaching, paraprofessional and ancillary staff
- Participate in the supervision of the results and compliance indicators set by the Michigan Department of Education
- Foster and develop positive relationships and communicate with parents, staff, and families
- Works in conjunction and collaboration with central and building administration on the evaluation and supervision of special education programs, services and staff
- Participates as a member of the district's administrative team
- Designs and implements Child Find activities in accordance with state and federal guidelines
- Keep informed of legal requirements governing special education and assure that staff and programs are in compliance
- Monitors and supports the district's MTSS Process.
- Monitors operation of district programs and services for students with disabilities to ensure operation in accordance with state adopted and approved policies, procedures and guidelines

- Participate in the review and selection of instructional needs and resources
- Develop and implement professional development opportunities for both professional and non-professional staff
- Serve as a resource for parents regarding special education
- Assist with placement of new students at registration
- Coordinates the transition of students attending MIPP's programs
- Represents staff and district at meetings and conferences
- Works collaboratively with community agencies involved with support for individuals with disabilities
- Assists with the preparation of local, state, federal and ISD reports related to special education
- Consults with building administrators, teaching staff and parents to determine needs of specific students, services and programs
- Collaborates with district and building administration in the areas of staff development

**TERMS OF EMPLOYMENT:** 10 Months

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board of Education policy on evaluation of Administrative Personnel.

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any duties requested by his or her management that generally fit into the job expectations.

**Essential Functions** of the job as per the Americans with Disability Act (ADA).

FRASER PUBLIC SCHOOLS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, HEIGHT, WEIGHT, RELIGION, MARITAL STATUS, OR DISABILITY IN ITS PROGRAMS AND ACTIVITIES. THE FOLLOWING PERSON HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING THE NONDISCRIMINATION POLICIES: DIRECTOR OF HUMAN RESOURCES, 33466 GARFIELD, FRASER, MI 48026 (586) 439.7000.

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