

**FRASER PUBLIC SCHOOLS
FRASER, MICHIGAN**

TITLE: Director 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
- Demonstrated knowledge of Special Education issues required
- Eligible for Director of Special Services Certification and eligible for central office administrative certification from the State of Michigan

REPORTS TO: Assistant Superintendent of Curriculum and Instruction

SUPERVISES: All Special Education Staff

JOB GOAL: The primary goals of the Director of Special Education are to:

- A. Hire, train, evaluate, and supervise the special education program and support staff and
- B. Ensure the provision of high quality special education programming for students and
- C. Continue the development of the MTSS process

ASSIGNED RESPONSIBILITIES:

- Responsible for the development, organization and administration of special education services within the district
- Coordinates a continuum of services and educational placements for students with disabilities
- Provides leadership for the integration of special education and general education curriculum and programming
- Keeps informed of legal requirements governing special education and shares this information with district and building administration and staff as needed
- Budget oversight in coordination with the business department
- Collaborates with district and building administration in the areas of staff development
- Designs and implements Child Find activities in accordance with state and federal guidelines
- Coordinates and approves the transition of students into and out of MISD center programs
- Coordinates selection and recommendation for hiring of special education, ancillary and support service staff

- Works in conjunction and collaboration with local administration on the evaluation and supervision of local special education programs, services and staff
- Participates as a member of the district's administrative team
- Coordinates the MTSS Process at the district level.
- Consults with building administrators, teaching staff and parents to determine needs of specific students, services and programs
- 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
- Prepares local, state, federal and ISD reports related to special education
- Evaluates and makes recommendations/changes to special education programs and services.
- Submits appropriate reports to the Superintendent and Board as required
- Works collaboratively with community agencies involved with support for individuals with disabilities
- Represents the district in public matters related to the education of students with disabilities
- Serves as the district's authority in due process hearings, communicating and consulting with parents and investigating complaints/concerns
- Serves as the district's section 504 coordinator
- Prepares and supervises the preparation of reports, records, lists, budget and all other paperwork required or appropriate
- Represents staff and district at meetings and conferences
- Supervise and coordinate home instruction for homebound or hospitalized students
- Foster and develop positive relationships and communicate with parents, staff, and families
- Oversees secondary cognitively impaired programs
- Oversees secondary resource room programs
- District coordinator for Special Education M-STEP and MI-Access
- Abides by all applicable rules, regulations, policies, procedures and statutes
- Attend all Board Meetings
- Performs other administrative duties as required by the Superintendent

TERMS OF EMPLOYMENT: 12 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 OR 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.

Revision Date 05/11/2018