



POSITION TITLE: Director of Special Education

FSLA: Exempt

REPORTS TO: Executive Director of Special Education

UPDATED: August 2015

SALARY/BENEFITS: Per Administrator Handbook

SCHEDULE: 12 - month

POSITION SUMMARY

Direct and coordinate all aspects of special education compliance, instruction, and technical assistance for the local district. Use leadership, supervisory and administrative skills to provide appropriate educational programming for students who require special education services.

ESSENTIAL FUNCTIONS

Note: These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

- Provides staff leadership that supports organizational goals and values.
- Ensures understanding of and supports educational programs in the local district and LESA.
- Collaborates regularly and intentionally with other special education leaders in Livingston County.
- Works cooperatively with local district administrators.
- Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
- Assesses own strengths and weaknesses; pursues learning opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Regularly evaluates special education programs, services, and procedures, and coordinates required special education monitoring.
- Follows policies and procedures; completes administrative tasks correctly and on time; compiles and maintains all required reports and records.
- Leads in the ongoing evaluation of instructional methods, programs, and materials and recommends changes and improvements as necessary.
- Supports teacher, administrator, and parent understanding of students' unique educational needs.
- Provides teachers and principals with counsel and assistance around instructional challenges; at principal request observes teachers and offers insights to enhance teaching and learning.
- Arranges, develops, and/or provides appropriate professional learning opportunities for staff.
- Assists the local district and LESA in projecting staff needs, recruiting, screening, interviewing, and recommending qualified candidates for open positions.
- Supervises, directs, and evaluates LESA special education staff assigned to the district.
- Stays informed, updated and knowledgeable, for the purpose of properly interpreting rules, regulations, laws, statutes and policies that affect special education and Section 504.
- Develops and administers special education programs and services in compliance with the Individuals with Disabilities

Education Act (IDEA), the Michigan Administrative Rules for Special Education (MARSE) and Section 504.

- Implements procedures for child find that include special education referral, evaluation and placement for students who may require special education.
- In collaboration with central office colleagues, develops special education budget recommendations and provides oversight of expenditures and implements procedures for purchasing special education equipment and supplies.

ADDITIONAL DUTIES

- Performs other related tasks as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises employees in the Special Education Department as assigned. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

- Eligible for, or currently in possession of, full Director of Special Education approval.
- Full approval in at least one area of Special Education.

EDUCATION and/or EXPERIENCE

- Master's degree or equivalent.
- Minimum of three years of successful experience in Special Education Administration.

CERTIFICATES, LICENSES and/or REGISTRATIONS

- Possession of a Michigan School Administrator Certificate, pursuant to MCL 380.1246.
- Valid Teaching Certificate with Special Education endorsement; or,
- Certification in an area of Special Education and Supervisor's approval.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, parent, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS & ABILITIES

Must be able to transport between school buildings, districts and cities. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others. Must be able to meet demands from several people.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet. The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings, moderate.

METHOD OF APPLICATION

Interested candidates meeting the above qualifications must complete the entire online application on the Livingston ESA website at LivingstonESA.org. Letters of interest, current résumé, letters of reference, transcripts, and certifications are required to complete the application.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

The Livingston Educational Service Agency does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

Inquiries regarding non-discrimination policies should be directed to the Human Resources Department.