



# ALLEGAN PUBLIC SCHOOLS

550 Fifth Street • Allegan, Michigan 49010

269-673-5431 (phone) • 269-673-5463 (fax) • [www.alleganps.org](http://www.alleganps.org)

## JOB POSTING/VACANCY

**POSTING DATE:** July 10, 2018

**POSITION TITLE:** Supervisor of Special Education

**QUALIFICATIONS:**

*Education:* Master's Degree in Special Education, Administration, Educational Leadership or a related field.

*Certification:* Director or Supervisor of Special Education Approval from the Department of Education, or the ability to immediately qualify for Temporary Approval with the ability to obtain at minimum Full Supervisor of Special Education Approval.

*Skills:*

- Provides leadership and supervision in the management of special education programs for students age Pre K - Grade 12 with cognitive impairments, emotional impairments, health impairments, learning disabilities, speech and language impairments, and other low incidence disabilities.
- Provides leadership and supervision in the management of special education services, including but not limited to occupational therapy, physical therapy, school social work, and speech/language therapy.
- Ensures compliance with the Individuals with Disabilities Education Act (IDEA), Michigan Administrative Rules for Special Education (MARSE) and other applicable rules and regulations.
- Develops and coordinates curricula for special education programs that align with state standards and evaluates program effectiveness.
- Collaborates with building principals and administration to improve instructional services and to facilitate the implementation of MTSS / PLC framework in local districts.
- Establishes procedures for placement, evaluation, assignment, and re-evaluation of students with disabilities as determined by regulations.
- Facilitates continuous improvement of programs and services in special education through effective data collection and utilization.
- Maintains current knowledge of the legal requirements governing special education and informs staff of upcoming changes.
- In conjunction with the building principal, recruits, hires, trains, mentors, coaches, and evaluates special education staff.
- Makes recommendations regarding design, equipment, furniture, or facility usage for special education programming.
- Ensures maintenance and confidentiality of records of students receiving special education programs and/or services.

*The Allegan Public Schools' Board of Education complies with all federal laws and regulations prohibiting the discrimination against, exclusion from participation in, or denial of benefits to any person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap.*

- Collaborates with staff, parents, and outside agencies regarding special education programs and services for students with disabilities.
- Collaborates with the 504 coordinator for the district.
- Provides staff development opportunities that incorporate the mission of the district, program evaluation outcomes, and input from the teachers.
- Anticipates client needs and may troubleshoot highly sensitive or confidential issues. Interacts with high level contacts in multiple functional areas within the school systems.
- Position requires a high degree of analysis, reasoning, problem solving, creativity, initiative, and interpretative skill. Incumbent must use logic and evaluative thinking to define problems, gather information and draw valid conclusions.
- Knowledge of state and federal regulations as they relate to K-12 education, special education, instructional pedagogy and leadership.
- Knowledge of issues and problems in all disability areas of special education.
- Ability to lead, supervise, evaluate, and provide feedback to subordinates.
- 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 use and support student information and education software and technology.
- Other duties as directed by supervisor.

**REPORTS TO:** Superintendent of Schools

**TERMS OF EMPLOYMENT:** 44 weeks; 4–5 days per week (0.8 to 1.0 FTE)

**SALARY:** Commensurate with APS Administrative Salary Guide

**APPLICATION DEADLINE:** July 24, 2018 or until filled

**APPLICATION PROCESS:** Apply online at [alleganps.org](http://alleganps.org) ([ONLINE APPLICATIONS through Frontline](#))

Questions about this position may be directed to: Kevin Harness, Superintendent ([kharness@alleganps.org](mailto:kharness@alleganps.org))

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