

CHEBOYGAN • OTSEGO • PRESQUE ISLE EDUCATIONAL SERVICE DISTRICT

6065 Learning Lane
(231) 238-9394



Indian River, MI 49749
(231) 238-8551 (fax)

Title: Director of Specialized Programs and Services
Reports To: Superintendent

FLSA: Non-Exempt
Updated: March 2019

POSITION POSTING

BROAD FUNCTION:

The Director of Specialized Programs and Services will be responsible for the planning, development and implementation of a general supervision and accountability system designed to ensure a free and appropriate public education (FAPE) for all students with disabilities within COP ESD. The Director will support the development, direction, and management of budgets related to the IDEA. The Director may supervise and conduct the evaluation of COP Ancillary, classroom and support staff as designated by supervision plan.

ESSENTIAL JOB FUNCTIONS

(Essential functions in terms of the American's with Disabilities Act)

- Develop and implement a system for general supervision and accountability to ensure a free and appropriate public education for all students with disabilities in the COP ESD
- Develop and implement a monitoring process aligned with the system of general supervision and accountability
- Direct and manage the implementation of the monitoring process utilizing the MDE's electronic system
- Provide technical assistance to LEAs/PSAs related to the delivery of special education programs and services and the monitoring process
- Collaborates with the Administrative team to develop a common understanding and approach to support all of the regions learners
- Assist the Superintendent in developing and maintaining all areas of programming and be responsible for supervising the day to day operations of the Special Education services department
- Supervise the implementation of ESD-wide assistive technology supports and services
- Stay current with all special education and early intervention laws, rules, and regulations, relevant research and effective practices
- Manage and coordinate activities/practices related to the implementation of the requirements of the Individuals with Disabilities Education Act (IDEA), and the Michigan Administrative Rules for Special Education (MARSE)
- Provide management and support for the implementation of county policies, procedures, and practices
- Attend and participate in meetings providing regular updates regarding a variety of educational subjects
- Meet all ESD, state and federal deadlines, programmatic requirements and document expectations
- Support the development, implementation, monitoring and documentation of local, state and federal grants as required

- Align practices to the purpose and mission of the ESD and ensure that the long-range strategies are achieved in a consistent and timely manner
- Maintain a climate that attracts, retains and motivates a diverse and high performing staff
- Conduct regular performance evaluations and ensure that job descriptions are maintained and reflect the direction of the department
- Assume oversight and direction in the development of Special Education programs and services
- Directly supervise and evaluate the special education supervisors serving in the Special Education Department.
- Provide leadership to help grow cross departmental collaboration
- Collaborate with and assist Prek-12 General Education and Special Education Staff in the implementation, monitoring, and evaluation of evidence based strategies, programs and systems.
- Develop, manage and maintain the Special Education department budget including all State and Federal grant requirements.
- Communicate and collaborate with ESD staff, our local districts and other educational agencies to develop and maintain positive working relationships.
- Assist with the coordination of data and assessment systems.
- Represent the department and/or ESD at local, regional and state meetings, trainings and conferences, to foster strategic partnerships.
- Predictable, reliable, and punctual attendance.
- Other duties as assigned by the Superintendent
- Report regularly to the Superintendent regarding any developments, issues or concerns within the district. Makes recommendations regarding necessary adjustments to the delivery of services.
- Visit, on a regular basis, all Special Education programs.
- Work collaboratively with the Special Education Supervisors to recruit, interview, hire, train and evaluate all assigned Special Education personnel.
- Monitor assignments, certification, and highly qualified status for all department personnel.
- Maintain regular contact with COP staff by way of meetings, correspondence, personal contact and appropriate in-service training.
- Liaison with State and local organizations serving students with disabilities
- Oversees/guides decisions related to the professional growth and development of all staff assigned to the COP ESD Special Education Department
- Actively coaches and guides the practices of each of the ESD discipline groups to ensure alignment with current best practices and research
- Ability to collaborate with ESD and local administration and staff to study and implement system level concepts and practices which enhance student learning and outcomes.

The above statements 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.

QUALIFICATIONS

- Master's Degree in Education required
- Special Education Director Approval or ability to acquire Temporary Approval required
- Full approval in at least one area of special education required
- Administrator Certificate preferred
- Meet teacher qualifications of the State of Michigan
- Successful teaching, administrative and/or supervisory experience
- Demonstrate ability to work with students, staff, administration, parents, community and Board of Education
- Demonstrated understanding of State and Federal Special Education rules and regulations
- Knowledge of current issues impacting education with an emphasis on Special Education

EXPERIENCE:

- Minimum of six (6) years successful administrative experience in special education required
- Minimum of seven (7) years combined Local K-12 teaching, administrative and/or ISD experience required
- Experience working in a variety of school settings and levels is preferred

PREFERRED SKILL SET:

- Demonstrated leadership and experience in teaching, administration, planning and assessment of special education preferred
- Demonstrated consultation, training, group facilitation and process skills required
- Demonstrated skill in proposal development, organization and budget management
- Demonstrated skill in managing multiple projects and assignments required
- Demonstrated skill in building teams and supporting communication and collaboration required
- Demonstrated verbal and written communications skills required
- Ability to promote data driven decision making focused on the improvement of student achievement
- Ability to utilize student achievement data to establish and prioritize instructional outcomes for all students
- Drive to provide special education students with instructional opportunities that support and promote their success in the general education setting.
- Knowledge base to provide guidance to schools regarding instructional practices that establish appropriate accommodations and educational environments for Special Education students
- Willingness to assume responsibility for own professional growth and development; keeping current with the literature, new research findings, and research based techniques; and attending professional meetings and conferences that further knowledge and practices

EVALUATION-

Performance of this position will be evaluated in accordance with applicable board policies of the C.O.P.E.S.D. regarding Staff Evaluation. This position reports to the Superintendent.

EMPLOYMENT DATE-

Anticipated start date- July 1, 2019 (Pending board approval and the successful completion of any and all required pre-employment screening and background checks)

SALARY- Full Time/260 days annually

A competitive salary will be offered to the selected candidate. Benefits include access to: Health, Life and Disability insurance, as well as vacation, personal business, sick leave and professional development opportunities.

APPLICATION DEADLINE- Monday, April 15th 2019 at 4:00 p.m.

APPLICATION PROCEDURE-

Qualified Applicants may send their Resume and applicable Credentials in **hard copy** to:

Mr. Jamie Huber- Superintendent
C.O.P.E.S.D.
6065 Learning Lane
Indian River, Michigan 49749
Fax: (231) 238-8551
Email: huberj@copese.org