

INGHAM INTERMEDIATE SCHOOL DISTRICT

Position Announcement

Job Title:	Executive Director, Special Education		
Location:	Ingham Intermediate School District	Start Date:	July 1, 2021 or earlier if possible
Salary Range/Level:	\$94,040 to \$126,900 (commensurate with experience) Administrator 2020/21 Salary Schedule	Terms of Employment:	52 weeks/year, 5 days/week, 8 hours/day
Date Posted:	Thursday, March 18, 2021	Application Deadline:	Friday, April 16, 2021
Application Process:	A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u> . (See application instructions at Ingham ISD under Employment.)		
Ingham Intermediate School District			
<p>Ingham ISD is a dynamic organization, committed to providing a wide variety of quality educational supports to school districts, children and families. We coordinate and deliver services and programs focused on student achievement, leadership and collaboration to advance excellence in education. While improving educational outcomes in our community, we likewise challenge our staff to grow personally and professionally. We are looking for team members who will support our mission to lead and serve in education and who will contribute to our culture of innovation. Diversity, equity and inclusion are important to our organization. We encourage applicants from underrepresented groups (e.g. race, gender, sexual orientation, disability, etc.) that will contribute to the enrichment of ideas and perspectives and best support those we serve.</p>			
Job Description			
What You'll Do			
<p>Under the general supervision of the Superintendent, the Executive Director, Student Support Services provides leadership and initiative needed to plan, organize, administer and evaluate comprehensive special education programs and student support services. The Executive Director supports collaboration with local districts, public school academies and human service agencies, and provides administration of a comprehensive continuum of special education programs and student support services within Ingham ISD.</p> <ul style="list-style-type: none">• Provides direct assistance to and supervision of assigned administrators and staff. The Executive Director will mentor, appraise and support professional development for assigned administrators and staff.• Provides support and leadership to assigned administrators in areas such as budget administration, curriculum/assessment, compliance, program/service delivery, personnel procedures, collective bargaining agreements, implementation of federal/state mandates, and professional development.			

- Provides facilitation and oversight for the implementation of the Central Registry, Parent Advisory Committee, complaint investigation, continuous improvement monitoring system and state performance plan.
- Provides oversight, consultation and technical assistance supports to ISD and local constituent district/PSA staff regarding fiscal, procedural, legal, and compliance issues for the delivery of special education and other student support services.
- Responsible for development and administration of assigned program budgets and documentation systems within the special education claims and tuition bill back systems. Serves as a member of the special education funding committee.
- Develops and provides administrative oversight to assigned federal and state grant initiatives regarding application, implementation, fiscal management and evaluation.
- Supports the interface of special education with general education and career/technical education through coordinated activities and collaborative initiatives within the Multi-tiered System of Supports framework.
- Facilitates collaborative interagency initiatives and ongoing coordination of rehabilitation and human services to support the needs of students and families.
- Facilitates a regional collaborative focus for the implementation of special education programs/services within constituent local districts, public school academies, and ISD programs through development and implementation of the ISD Plan for Delivery of Special Education.
- Monitors and facilitates data collection and analysis to enhance the quality and effectiveness of special education programs and student support services, as well as ensure compliance with state and federal requirements.
- Performs all other duties as assigned by the Superintendent.

What You'll Bring

Need to Have

- Master's degree in special education or administration and approval as a Director of Special Education with at least five years of administrative experience.
- Meets current Michigan requirements for certification and continuing education for school administrators.
- Education and/or training to include: educational administration, special education finance, personnel management, special education law, provision of special education instruction and/or related services, grant development and budget administration.
- Demonstrated skills with supervisory functions such as: appraisal, team building, continuous improvement, data driven decision making, problem solving and conflict management.
- Knowledge of statutes, regulations and guidelines regarding special education and other related areas pertinent to general education.
- Knowledge and expertise in facilitating implementation of programs and services for students with disabilities within a Multi-tiered System of Supports.
- Knowledge of and ability to implement district policies and procedures within assigned responsibilities.
- Demonstrated ability to work collaboratively with district personnel, constituents and community members.
- Ability to assign and adjust resources according to identified parameters, priorities and/or needs.
- Demonstrated ability to gather information, analyze data and implement decisions in a leadership capacity.
- Self-directedness and initiative when given a variety of responsibilities and assigned tasks/projects.

- High level of interpersonal skills and ability to communicate verbally and in writing to wide variety of audiences.

What We Offer

- Competitive wages
- Five health insurance plans to choose from
- Dental, vision and life insurance
- Long-term disability
- Paid leave time
- Retirement benefits
- Tuition reimbursement
- District-supported professional development

Working Conditions

Normal Office Environment

Notice of Non-discrimination

It is the policy of Ingham Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Assistant Superintendent of Human Resources, 2630 West Howell Road, Mason, MI, 48854. (517) 244-1289.