

MUSKEGON PUBLIC SCHOOLS
Job Description

POSITION TITLE: Director of Special Education

CLASSIFICATION: Per Administrative Agreement

TERMS OF EMPLOYMENT: Full Time, 228.5 days per year, exempt

DEPARTMENT: Special Education

RESPONSIBLE TO: Superintendent

GENERAL JOB FUNCTION The job of Director of Special Education was established for the purpose/s of planning, implementing, directing and maintaining the district's Special Education programs and services; and maintaining staffing to ensure that programs and services are achieved within budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

1. Collaborate with families for Muskegon Public Schools to meet the educational needs of the child with a disability.
2. Oversee and plan programming for students (birth to 26) who have an Individual Family Service Plan or Individualized Education Plan.
3. Work with staff to maintain legal compliance in areas related to special education.
4. Oversee special education evaluations (Certified and Non-Certified Staff).
5. Consult with Building Administrators regarding discipline for students on an Individual Family Service Plan or Individualized Education Plan.
6. Communication with staff regarding critical changes in special education and updates.
7. Plan, coordinate and ensure extended school year services are provided based on state standards.
8. Manage transportation for students on an Individual Family Service Plan or Individualized Education Plan.
9. Evaluate and adjust district wide special education programming to meet the needs of students on an Individual Family Service Plan or Individualized Education Plan.
10. Ensure special education staff is trained in Multi-Tier System of Support (MTSS).
11. District Coordinator for State Assessments as it relates to Universal Tools, Designated Supports, Accommodations and Alternative Testing. (MSTEP/MIACCESS)
12. Coordinate with outside agencies as it relates to students on an Individual Family Service Plan or Individualized Education Plan.
13. Work with Special Education Administration within Muskegon Area Intermediate School District to place students appropriately.
14. District coordinator for 504 plans

Job Description

Director of Special Education

15. Attends various meetings (e.g. Board meetings, county directors meeting, training, hearings, IEP's, etc.) for the purpose of providing direction and/or receiving Schedule and facilitate Child Studies and attend IEP's.
16. Collaborates with other district personnel for the purpose of initiating, implementing and/or maintaining services and programs.
17. Develops proposals, new programs, budgets and grant opportunities for the purpose of meeting identified district goals as well as state and federal mandates.
18. Facilitates meetings, processes, etc. (e.g. due process hearings, district liaison, special education parent groups, etc.) for the purpose of implementing and maintaining district Special Education programs and services in compliance with local, state and federal requirements.
19. Manages grant and general fund account of assigned programs and all related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed. Maintain paperwork in accordance with MDE regulations.
20. Monitors the special education student management systems (e.g. TIEnet, etc.) for the purpose of ensuring accuracy and compliance with local, state and federal pupil accounting guidelines.
21. Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
22. Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit. Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
23. Provides ongoing and systematic professional development for administrators and special education staff for the purpose of program and pupil accounting compliance, student placement and staffing allocations.
24. Researches a variety of information for the purpose of providing department leadership, implementing best practices, improving existing programs and/or developing new programs.
25. Supervises special education personnel in a professional manner (e.g. social workers, psychologists, teacher consultant, speech and language therapists, etc.) for the purpose of carrying out objectives within area of responsibility.
26. Other related duties as assigned.

QUALIFICATIONS:

1. Collaborative and inclusive leadership style
2. Excellent oral, written and interpersonal communication skills.
3. Ability to work and maintain composure in stressful conditions.
4. Demonstrates good communication skills with parents and professionalism in a variety of situations.
5. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: PowerSchool, TIEnet, Michigan Electronic Grant Systems (MEGS), and IDEA regulations.
6. Must be free of criminal record and possess good moral character.

3

Job Description

Director of Special Education

7. Must be self-motivated, flexible, team player and an excellent communicator
8. Must comply with all rules and regulations pertaining to safety.

EDUCATION REQUIREMENTS:

1. Master's Degree in Special Education Administration or Administration (with approval or ability to obtain)
2. Must be eligible for Special Education Supervisor/Director certification through the Michigan Department of Education or actively pursuing certification.
3. Valid Michigan Teaching/or Professional Certificate
4. Minimum five years teaching experience
5. Previous administrative experience

APPROVED BY:

Betty Savage
Assistant Superintendent for Human Resources

November 29, 2016

Jon Felske
Superintendent

November 29, 2016