



April 2, 2026

POSITION OPENING: Capacity Building Supervisor, Special Populations

IN THIS ROLE:

The Capacity Building Supervisor for Special Populations will provide dynamic, strategic leadership in the development and implementation of high-impact professional learning opportunities designed to support diverse learners and the educators who serve them. Through the Special Populations Department, Capacity Building work unit, this role will oversee a comprehensive range of professional learning experiences offered throughout the year—including engaging face-to-face sessions, interactive webinars, and flexible online platforms—ensuring accessibility, relevance, and innovation in every format.

In partnership with constituent districts, the Supervisor will also lead the design and delivery of customized, on-site professional learning, responding directly to district needs and priorities. This role is an exciting opportunity to shape inclusive practices, empower educators, and drive meaningful outcomes for students throughout the county.

WHAT WE NEED:

We are seeking an energetic, proactive, and collaborative team member to provide direction and supervision of work unit staff, including directing service and consultation to local school districts, developing and maintaining budgets, approving leaves and expenses, preparing departmental reports, managing professional learning plans, and participating in the development and implementation of departmental strategic operational plans. You will serve as a resource and liaison to Oakland Schools' staff, local school district administrators and staff, external agencies, and professional organizations to maximize achievement for all students.

- Leads the work of the Capacity Building unit, facilitates staff meetings and communications, including handling complex situations. Facilitates process improvement of established work.
- Supervises unit staff, including assigning work, overseeing projects, conducting performance reviews, and goal setting. Provides direction and correction as needed.
- Provides direct service to districts through in-district consultation and professional learning, guiding district administrators and staff.
- Works collaboratively with the Special Populations' Executive Director and other supervisors, as a leadership team, to establish an annual service delivery plan and budget for the department.
- Supervises, coordinates, and designs professional development opportunities for administrators, educators, students, and parents that align with compliant practices.
- Collaborates with all levels of the organization. Facilitates and serves on cross-unit and cross-department teams. Participates in the development, implementation, and management of departmental strategic plans, projects, programs, and systems.
- Implements Oakland Schools' policies and administration. rules, practices, and positions to support department operations to achieve goals.
- Develops and manages the Capacity Building unit budgets, including grant funds. Approves leaves, expenditures, travel, and catering.
- Works with unit staff to problem-solve and streamline processes.

- Collaborates with external organizations and agencies.
- Provides leadership to local, state, and national committees, associations, and organizations.
- Maintains expertise in federal and state rules, regulations, and legislative changes in special education. Analyzes, interprets, and provides guidance to local districts to establish and maintain compliant practices. Recommends changes to programs, services, and/or operations as appropriate.

WHAT YOU NEED:

- Master’s degree or higher in Special Education.
- Valid endorsement in the field of Special Education.
- Michigan Supervisor or Director of Special Education Approval or Approval eligible.
- Michigan Administrator Certification or Administrator Permit eligible.
- Five or more years of related experience.

WHAT YOU BRING:

- Experience designing programs to meet the diverse needs of local districts, including alternate formats of learning (virtual, blended, on-demand).
- Demonstrated knowledge of public education and Special Education Administration.
- Understanding of Federal and State Rules and Regulations applicable to IEPs and 504s.
- Strong knowledge of research-validated approaches and best practices in the area of Special Education.
- Experience motivating commitment, collaboration, and consensus among individuals. Ability to work as both a team leader and member.
- Performs other duties as assigned.

WORK LOCATION:

Oakland Schools Main Campus
 2111 Pontiac Lake Rd
 Waterford, MI 48328

SALARY DETAILS:

\$108,541 - \$125,805 salary based on relevant prior work experience, with the potential to earn up to \$135,554 after employment with Oakland Schools.
 Exempt position / 12-month work year.

WHY WORK FOR OS?

Aside from working with talented experts on important initiatives, when you join Oakland Schools, you’ll also get these great benefits:



Pension Plan

OS offers the opportunity to enroll in a pension plan to help support your financial stability.



Wellbeing Program

OS utilizes a holistic approach to provide resources that support the wellbeing of our employees.



Full Health Coverage

High quality, low-cost health insurance plans. Employer paid dental, vision, life insurance, short and long-term disability, and well-being benefits.



Professional Learning

OS provides various professional learning opportunities to advance your skill sets with education development.



Flexible Vacation Time

Experience built-in vacation, including time off for winter and spring break and generous leave time, so you can have a healthy work-life balance.



Other Perks

You're eligible for preferred pricing on pet insurance, legal coverage for most of your legal needs, additional life insurance and access to the Student Loan Repayment Program (PSLF) for loan forgiveness in public service.

Public Service Loan Forgiveness (PSLF) Program

Working with Oakland Schools isn't just meaningful - it's financially rewarding!

Oakland Schools qualifies as an eligible employer for the Public Service Loan Forgiveness Program. The PSLF Program forgives the remaining balance of your Direct Loans based on the following requirements of eligibility:

- after the individual has made the equivalent of 120 qualifying monthly payments under an accepted repayment plan, and
- while working full-time for an eligible employer (for a weekly average, alone or when combined, equal to at least 30 hours)

For additional information, please visit

studentaid.gov/manage-loans/forgiveness-cancellation/publicservice

WHO WE ARE:

Oakland Schools (OS) is an Intermediate School District (ISD) focused on providing educational and technology services to local school districts in a cost-effective manner to provide students with a superior education. We also operate our Oakland Schools Technical Campuses (OSTC) and Virtual Learning Academy Consortium (VLAC). You will help students have the best learning experience possible through your work at OS! To learn more about us, visit <https://www.oakland.k12.mi.us/about>.

HOW TO APPLY:

To apply, please use the [Oakland Human Resource Consortium \(OHRC\) website](#). You will need to make an account on the OHRC website to apply. To access this application click the position title below:

[Capacity Building Supervisor, Special Populations](#)

Oakland Schools is a member of the OHRC. Once you create your account, you will be able to apply for positions within our district as well as positions available through other member districts. All applications must be completed on the OHRC website. Please do not email or fax application materials to Oakland Schools.

POSITION DEADLINE: Applications will be accepted until the position is filled.

For questions regarding this position, please contact HRRecruiting@oakland.k12.mi.us

In accordance with state and federal law, Oakland Schools does not discriminate, nor permit discrimination, on the basis of race, color, national origin, ethnicity, religion, sex, pregnancy or parental status, gender identity, gender expression, sexual orientation, disability, age, height, weight, marital status, military service, veteran status, genetic information, or any other legally protected status, in its educational programs and activities, employment, or enrollment. The District also provides equal access to the Boy Scouts and other designated youth groups. For questions or complaints regarding unlawful discrimination or harassment, employees should contact the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at (248) 209-2429 or HR@oakland.k12.mi.us. Students and others should contact the Civil Rights/Title IX Coordinator at (248) 209-2590 or Jacqueline.Zablocki@oakland.k12.mi.us.

This job posting is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.