

**11/13/23 to 11/27/23**

**NOTICE OF VACANCY**  
**TAYLOR SCHOOL DISTRICT**  
**PERSONNEL MEMORANDUM**

**INTERNAL/EXTERNAL**

**POSITION:** Director of Special Education

**REPORTS TO:** Assistant Superintendent of Curriculum and Instruction – Secondary

**MINIMUM QUALIFICATIONS:**

1. Master's Degree in Special Education.
2. A valid Michigan teaching certificate in special education at the elementary or secondary level.
3. 5 yrs. experience in special education programs, including a minimum of three years classroom experience.
4. Demonstrated knowledge of rules and regulations under IDEA, Section 504 and Michigan Administrative Rules for Special Education.
5. Possess the necessary qualities to work effectively with a broad cross-section of general education staff, special education staff, and local, county, and state administration.
6. Ability to formulate and administer budgets.
7. Must be able to work cooperatively with the Director of State and Federal Programs and the Assistant Director of Special Education to coordinate services.
8. Such alternatives to the above qualifications as the Taylor School District may find appropriate and acceptable.

**DESIRED QUALIFICATIONS:**

1. Administrative experience in Special Education
2. Experience in budget preparation and monitoring.
3. 1-3 years experience in developing, writing, and implementing special education curriculum and programs.
4. 1-3 years experience with current special education, computer reports and application software.
5. Demonstrated ability to develop, monitor, and evaluate state and federal grant applications.

**PRIMARY FUNCTION:**

Shall be responsible to the Assistant Superintendent for Instruction and assist in the general administration, development, and planning for all Special Education programs and services.

**DUTIES AND RESPONSIBILITIES:**

1. Supervision of special education classroom and ancillary staff.
2. Coordinate curriculum development and Professional Development programs for special education staff.
3. Process special education IEPs, referrals, and other designated reports.
4. Develop and monitor the budget and staffing for the special education program.
5. Attend regular county and downriver Directors meetings.
6. Develop, monitor and evaluate state and federal grant applications for special education programs.
7. Approve and monitor transportation of special education students.
8. Attend and oversee Special Education manifestations and continue to monitor manifestation action plans.
9. Coordinate the professional development of all special education staff through the promotion and approval of local, county and state wide in-service programs.
10. Monitor and maintain budgets for teaching supplies, textbooks, mileage and professional development using designated software programs.
11. Process all requests for confidential records and coordinate temporary placements for all special education students.
12. Knowledge, coordination, and completion of the monitoring tasks using the Catamaran Monitoring System.
13. Liaison for Taylor students attending center programs outside of Taylor.
14. Liaison for parents with concerns regarding other departments and services for their child.
15. Attend state and country training to keep staff informed of changes in Special Education.
16. Provide Professional Development and training for staff on accommodations, inclusion, and co-teaching, and curriculum, instruction and assessment.
17. Evaluate ancillary staff.
18. Oversee the administration of special education services to nonpublic schools as required under the Auxiliary Services Act.
19. Supervise the development and revision of any special education forms and procedures as required.
20. Provide leadership in the recruitment and selection of new personnel

21. Perform such other duties and assume such other responsibilities as assigned by the Assistant Superintendent or designee.

**BASE RATE OF PAY:**

Per TACSA Contract (2021-2024): Certified Director (CD) Salary Range: \$91,296.00-102,825.00 {214 days per year}

**DEADLINE FOR RECEIVING APPLICATIONS NOVEMBER 27, 2023 AT 11:59 PM**

**APPLICATION PROCEDURE:**

You must provide your letter of interest, resume and photographic evidence of meeting the minimal qualifications i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at:

<https://www.applitrack.com/resa/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=25990>

**All materials received relative to this posting become property of the Taylor School District. Only those candidates which provide the requested information will be considered.**

**NOTICE OF NON-DISCRIMINATION** The Taylor School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.