



PLEASE POST - REVISED

POSITION: Supervisor of Special Services

CLASSIFICATION: Non-Affiliate

FLSA STATUS: Exempt

FTE: 1.0

REPORTING RELATIONSHIP: Director of Special Services

LOCATION: Administration Building

WORK SCHEDULE: Monday-Friday; 8:00 am – 4:30 pm – School year position

PAY RANGE: Based on Collective Bargaining Agreement (salary is prorated based on the remainder of work days for the 2024-2025 school year. 196 work days for subsequent school years)

SUMMARY:

The Supervisor of Special Services will be responsible for ongoing planning, supervision, monitoring, and evaluation of special education programs, staff and due process compliance in all categories. This also includes supervising and evaluating staff in Early Childhood Special Education (ECSE) as well as Special Education staff in other programs. This is accomplished through collaboration with Principals, administrators, and other stakeholders; observation, evaluation and coaching of staff; and participation in and leading professional development and training in special education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide ongoing supervision and evaluation of student programs in special education to ensure high quality educational instruction;
- Recruit, supervise and evaluate the performance of special education staff and programs including ECSE;
- Perform continuous program improvement;
- Arrange for special education meetings with staff at individual schools for problem solving and for staff development in order to meet staff needs;
- Supervise all Special Education summer programs;
- Assist in the assessment of staff work loads and make recommendations for change when needed;
- Collaborate with building administrators on the provision of services consistent with school district and building policies as well as state and federal regulations in order to maintain compliance with required regulations and procedures;
- Oversee state reporting and documentation for Early Childhood Special Education (ECSE)
- Collaborate and train on the use of best practices in special education as needed;
- Assist in coordinating services for all eligible Special Education students in non-public schools in District;

- Collaborate with general education staff to monitor, evaluate, provide instructional support and make final recommendations regarding student placement, staffing and central office referrals for Special Education placement;
- Assist in coordinating the district's compliance with Federal law, Section 504 of the /Rehabilitation Act of 1973, in the development of 504 plans for eligible students;
- Attend meetings and help facilitate agreement at IEPs and other meetings regarding student goals/objectives, programs and services with parents, staff and advocates as needed;
- Keep abreast of and monitor all legal requirements governing special education and ensure staff and programs are in compliance;
- Assist with compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful, including federal grants available to the district;
- Assist with developing forms, brochures, procedures, manuals, methods, etc., concerning special education programs and compliance with state and federal laws;
- Assist with designing, developing, coordinating, and providing staff development related to special education compliance, technology supports, web-based IEP/data management systems, progress monitoring/data collection, online professional development, etc.;
- Maintain regular contact with staff by way of meetings, correspondence, personal contact and appropriate in-service training;
- Attend necessary School Board meetings and Superintendent meetings prepared to respond to matters concerning Special Education;
- Assist in the recruitment, selection, and recommendation for hire of all special education personnel;
- Demonstrate excellent conflict resolution skills which build commitment to and consensus with best practices;
- Develop and promote parent outreach opportunities and parent involvement in conjunction with the Director of Special Services and department staff.
- Demonstrate involvement in community activities and organizations;
- Participates in district and school initiatives, adheres to building and district school improvement plans;
- Adheres to, interprets and implements all district policies, administrative guidelines and procedures;
- Conducts behavior to demonstrate collegiality and professionalism;
- Keep in confidence student records and information as required under FERPA; HIPAA, etc.;
- Mandated reporter for Child Abuse and Neglect;
- Regular and reliable attendance is an essential function of the position;
- Performs other duties as assigned by the Director of Special Services.

SUPERVISORY RESPONSIBILITIES:

Supervises and evaluates the work of district staff assigned to provide instruction, services and support.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Current Special Education Supervisor certificate or enrolled in a Special Education Supervisor certification program.
- Meet all requirements for full or temporary state approval as a Supervisor of Special Education.
- A minimum of 3-5 years' experience as a Special Education Educator.
- Master's degree or higher required.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Applicants must satisfactorily pass a criminal background check as defined by the State of Michigan.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of records administration and maintenance techniques and procedures;
- Knowledge of productivity applications such as Microsoft Office (word processing, Google, email, etc. is required);
- Skills to effectively communicate with a variety of stakeholders, both orally and in writing;
- Skills necessary to integrate and utilize district technology on a daily basis to maintain proficiency, as required skill sets change with technology and or the needs of the district;
- Skills in the use of computer technology for research, data management, communications and other instruction in a networked environment utilizing the Internet and other electronic communication mechanisms;
- Ability to set and meet goals evaluated through ongoing and annual Administrator feedback and achievement of objectives and agreed upon professional/personal goals;
- Ability to work collaboratively with internal and external contacts;
- Ability to define problems, collect data, establish facts and draw valid conclusions.

APPLICATION PROCESS: Applications must be submitted online by July 9, 2025 to be considered for the first round interview.

To apply for the position, please click on the link below:

<https://www.applitrack.com/romeo/onlineapp/>