

Branch ISD

Educational Services Agency

370 Morse Street, Coldwater, MI 49036
517-279-5743, Fax 517-279-5766

JOB POSTING

DATE: January 10, 2012

REGARDING: Open Position

POSITION: Director of Special Education

LOCATION: Branch County, Michigan

EFFECTIVE DATE: July 1, 2012

QUALIFICATIONS & DUTIES: Per attached job description

SALARY: Per Branch ISD Administrative Salary Schedule
(Will offer a competitive regional compensation package based on the experience of the successful candidate)

HOURS & DAYS PER YEAR: 8 hours per day
240 days per year

APPLY BY: March 23, 2012

COMPLETE TEACHER APPLICATION POSTED ON BRANCH ISD HUMAN RESOURCES WEB SITE AT www.branch-isd.org AND SEND LETTER OF APPLICATION, RESUME, TRANSCRIPTS AND CREDENTIALS TO:

(Mailing address): Joseph Lopez, Superintendent
Branch Intermediate School District
370 Morse Street
Coldwater, MI 49036

**Interviews are tentatively scheduled for April 10 - 12, 2012

Qualified personnel from minority and disadvantaged background, as well as those with disabilities, are encouraged to apply. The Branch Intermediate School District is an equal opportunity employer.

The Michigan Handicappers' Civil Rights Act, as amended, provides you with certain rights. If you believe that the district has failed to accommodate your handicap, you must notify the district, in writing, of your need for accommodation within 182 days after the date on which you knew or reasonably should have known that you needed and accommodation to perform a job which you hold or seek. Written notification of the need for accommodation and/or questions regarding this notice should be directed to: Jane Nastally, Branch Intermediate School District, Special Education Office, 214 Bishop Avenue, Coldwater, MI 49036, phone: (517) 279-5801.

BRANCH INTERMEDIATE SCHOOL DISTRICT
JOB DESCRIPTION

DIVISION: Special Education
JOB TITLE: Director of Special Education
CLASSIFICATION: Administration

I. Requirements

A. Qualification requirements which the Director must possess:

1. Education and/or certification:
 - a. valid Michigan Teaching Certificate
 - b. valid Michigan Administrative Certificate if required under Board Policy
 - c. possess full or be able to obtain temporary Special Education Director certification within one year
 - d. Masters Degree in Special Education or Administration
2. Experience:
 - a. 3 years professional experience in Special Education
 - b. 1 year of administration, supervisory, or related experience

B. Essential Functions:

1. Mental Tasks:
 - a. Ability to understand written and oral instructions.
 - b. Ability to demonstrate appropriate verbal and written communication in dealing with staff and the general public.
 - c. Ability to practice the principles of team play with other staff members.
 - d. Ability to extrapolate information and put it into a finished document.
 - e. Ability to be flexible under stressful situations.
 - f. Ability to learn new technology to improve job performance.
 - g. Ability to give directions and supervise staff.
 - h. Ability to communicate, analyze, and evaluate in all job related tasks.
 - i. Ability to develop, implement, and evaluate plans.
 - j. Ability to manage time and demonstrate basic organizational skills.
 - k. Ability to perform functions from written and oral instructions, and from observing/listening to others.
 - l. Ability to evaluate material such as computer programs, books, tests, and other materials pertaining to the job.
 - m. Ability to interpret verbal and written communications, directives, or suggestions, for implied as well as explicit meaning or expectations.
2. Physical Tasks:
 1. Ability to sit for long periods of time.
 2. Ability to drive a vehicle to meetings, conferences, workshops, and the like, throughout the State of Michigan.
 3. Ability to work beyond a forty hour week, if necessary.
 4. Ability to write and type; requires manual dexterity.
 5. Ability to hear within normal range in order to communicate with staff and the general public.
 6. Sufficient visual ability to read written communications and print on monitors.
 7. Ability to lift and move objects of at least 15 lbs. at least ten feet or more, (i.e. files, books).
3. Equipment: Ability to utilize office equipment such as telephones, computers (stand-alone & network), printers, facsimile, modems, copiers, calculators, and other related equipment.

C. Policy requirements which the Director must follow:

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1. Adhere to all Board policies, department policies, and established administrative procedures.
2. Portray a professional image in appearance, language, and attitude, in accordance with administrative code of ethics.
3. Remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.

II. Job Performance

- A. Communication and interpersonal relationship skills expected:
 1. Communicate clearly, effectively, and diplomatically in verbal and written exchange with staff, administration, community and parents.
 2. Interpret verbal and written communications of supervisors for implied as well as explicit expectations.
 3. Conduct self in a professional manner which is constructive to all parties involved.
- B. Management and organization skills expected:
 1. Manage in a creative way that demonstrates planning, organization, and economic leadership.
 2. Make decisions perceived by supervisor and the administrative team as appropriate to situations, based on objective information, and without animosity or antagonism.
- C. Application of job knowledge expected:
 1. Demonstrate current knowledge and ability to keep up-to-date.
 2. Maintain the trust, confidence, and respect of staff and other administrators.
 3. Make decisions without showing stress, evaluate results, consider opinions of others, and make adjustments as needed.
 4. Meet specific performance objectives developed jointly with immediate supervisor.
- D. Other:
 1. Develop, organize, and administer special education programs and services to meet ISD, state, and national needs.
 2. Manage the budget with the Business Manager.
 3. Align the necessary resources to carry out the total special education program.
 4. Plan and conduct professional development in-service programs.
 5. Develop and maintain continuous evaluation procedures for special education within BISD, in concert with program supervisors.
 6. Monitor compliance with ADA, Sec. 504 of the Rehabilitation Act of 1973, and OCR.
 7. Attend State Department, regional, and association meetings to assure current knowledge of legislation, laws, and funding affecting special education.
 8. Coordinate activities with total K-12 educational programs.
 9. Monitor activities to ensure compliance with established BISD policies and guidelines, as well as legal rules and regulations.
 10. Develop, monitor, and submit appropriate and required pupil accounting reports and procedures.
 11. Monitor activities for special state and federal programs (i.e. Preschool, Head Start, Early On, etc.).
 12. Maintain positive external public relations programs in concert with internal public relations programs.
 13. Maintain positive communication with local school districts.
 14. Act as liaison with school staff and the community.
 15. Monitor special education custodial/maintenance activities.
 16. Establish and maintain Parent Advisory Committee and other required or appropriate committees.

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17. Monitor special programs within the division.
18. Submit appropriate reports to the Superintendent and Board.
19. Establish building safety policies, maintain safety standards, and maintain operations of the building, grounds, and physical plant with the Business Manager.
20. Evaluate performance of Administrative Assistant and Supervisors under your supervision.
21. Perform other duties related to special education as assigned.
22. Initiate reports for superintendents of local districts to keep them well informed about special education programs, services, and statistics.
23. Establish and maintain close supportive relationships with preschool education to provide appropriate support services and work on preventative measures to reduce the needs for special education services.
24. Monitor special education and various disability related legal issues and provide summary reports regularly to area administrators and appropriate staff.