



499 Range Road, PO Box 1500
Marysville, MI 48040
(810) 364-8990 | (810) 364-7474 Fax
www.sccresa.org

REGIONAL EDUCATIONAL SERVICE AGENCY

Supervisor of Special Education

Non-Union, at-will; 10- month Administrator position

Position Summary:

The Supervisor of Special Education is responsible for providing leadership and management of Special Educational Services within the Marysville Public Schools on a full-time basis.

Qualifications:

1. Minimum Master's degree or higher with full approval in at least one area of special education
2. Major in Educational Administration and State Special Education Supervisor or Director approval preferred
3. Administrative experience in special education preferred
4. Five years experience as teacher, consultant, and/or administrator
5. Excellent interpersonal skills, as well as written, oral and technology skills
6. Physical attributes for this position may include the ability to keyboard for extended periods of time, lift thirty pounds, drive an automobile both day and night, and mobility to include, but not limited to bending, stooping, twisting, and squatting.
7. Experience in project planning and change implementation.

Essential Job Responsibilities:

1. Responsible for directing, managing, supervising and evaluating all functions related to the division of PreK-12 Special Education Services while making recommendations for continuous improvement.
2. Maintain a working knowledge of all legal requirements governing special education; ensure compliance with local, state and federal guidelines.
3. Provide leadership and assistance to district schools as it relates to special education instruction, assessment and student success.
4. Collaboration with district staff in school improvement efforts.
5. Collaborate with district administrators to initiate professional development activities aligned with district goals.
6. Cultivate positive relationships with staff, parents and outside agencies regarding special education students, program offerings and compliance with special education rules and regulations.
7. Assist in recruitment, selection, supervision and evaluation of district staff.
8. Monitor, develop and implement Special Education Department budget annually.
9. Act as District Homeless Liaison.
10. Responsible for directing Child Study Services.
11. Oversee Section 504 compliance.
12. All other duties as determined by the Superintendent of Schools.

THIS LIST OF ESSENTIAL JOB RESPONSIBILITIES IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY.

Conditions of Employment:

Employment Date: On or before September 1, 2010, pending school board approval and successful completion of pre-employment physical, drug screen and background checks.

Salary Range: \$80,000-\$88,140

Benefits: As determined by the Superintendent of Schools

Procedure:

Complete an on-line application at www.sccresa.org, or send letter of interest and resume by noon on August 6, 2010:

Heather M. Bower, Human Resource Manager
Saint Clair County RESA
499 Range Road
Marysville, MI 48040-1500

www.sccresa.org

FAX 810 455-4554

Posted: July, 23, 2010

The Board of Education of the St. Clair County Regional Educational Service Agency complies with all federal and state laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education and Michigan State Department of Education.

It is the policy of the RESA Board of Education that no person on the basis of sex, race, color, religion, national origin or ancestry, height, weight, age, marital or family status, or handicap shall be discriminated against, excluded from participating in, denied the benefits of, or otherwise be subjected to discrimination in any program, employment practice, or activity for which it is responsible, or for which it receives financial assistance from the United States Department of Education or the Michigan State Department of Education.

All new hires are subject to an employment entrance physical exam including drug and alcohol testing and fingerprinting background check with law enforcement agencies.
