

# DICKINSON-IRON INTERMEDIATE SCHOOL DISTRICT

1074 Pyle Drive, Kingsford, MI 49802-4494

Johanna M. Ostwald, Superintendent

Phone: 906-779-2690 Fax: 906-779-2669

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Early Childhood Education  
Special Education

(906) 779-2695

(906) 779-2692

Business & Technology  
Technical Education

(906) 779-2663

(906) 779-2694

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## ADMINISTRATIVE POSITION POSTING

**POSTING DATE:** March 17, 2010

**POSITION:** Director of Special Education  
Exempt, Non-Union

**LOCATION:** Dickinson and Iron Counties

**LENGTH OF CONTRACT:** Full Time/12 month FTE

**START DATE:** July 1, 2010

**SALARY & BENEFITS:** \$77,000 - \$80,000

Will consider a higher compensation rate with previous successful Special Education Director experience and additional credentials.

**QUALIFICATIONS & REQUIREMENTS:**

Earned Master's Degree or equivalent with full approval in at least one area of Special Education. A minimum of three years of successful administrative experience in Special Education or minimum of five years of successful practice will be considered. Full approval as a Michigan Director of Special Education required. The successful candidate must possess a professional and in-depth knowledge of general administration with sensitivity to staff, parents, children and community. A knowledge of and successful experience in the fiscal administration of federal, state and local funding sources is required.

**OVERVIEW OF DUTIES:** Primary responsibilities include, but are not limited to:

- Responsible for administration and supervision of the programs, services and personnel of the ISD Special Education Department.
- Function in a Special Education leadership role with the LEA's and the ISD.
- Oversight of all budgetary and fiscal management, accountability and reporting related to multiple funding sources in the Department.
- Provide consultation to LEA administrations and staff.
- Serve as a liaison between the department and community agencies, parents and other community, regional and state organizations.

**APPLICATION PROCESS:** Submit letter of application, resume including three professional references, and three recent letters of recommendation to:

Johanna M. Ostwald, Superintendent  
Dickinson-Iron Intermediate School District  
1074 Pyle Drive  
Kingsford, MI 49802

**APPLICATION DEADLINE:** Friday, April 23, 2010 at 3:00 p.m. CDT