

NOTICE OF VACANCY

2021-58

POSITION: Mecosta-Osceola ISD Special Education Supervisor and LEA Special Education Supervisor (Big Rapids Public Schools) (This position will be employed through the Mecosta-Osceola Personnel Cooperative Advisory Council)

POSTING DATE: June 24, 2021

START DATE: August 9, 2021

DESCRIPTION: Full-time position (210 Days)

QUALIFICATIONS:

1. Meet qualifications for Supervisor of Special Education or the ability to obtain temporary approval as outlined in Rule #340.1751 of Revised Administrative Rules for Special Education. (Possess a minimum of an earned Master's degree or equivalent with full approval in at least one area of special education and three years of successful experience in special education.)
2. Meet qualifications for School Administrator Certification as outlined in MCL 380.1246.
3. Demonstrated knowledge of the IEP process as well as laws relevant to special education and their impact on the special education community.
4. Demonstrated consultation, training, group facilitation, and process skills required to enhance program development.
5. Evidence of leadership skills – team building and demonstrated ability to work effectively with professional and support staff, parents, and agency personnel required.
6. Evidence of excellent communication through verbal and written skills.
7. Demonstrated skill in working with diverse populations required with preference given to those with experience working with students with behavioral challenges.
8. Evidence of strong knowledge in curriculum development and behavior interventions and support.

MOISD SPECIAL EDUCATION SUPERVISOR DUTIES AND RESPONSIBILITIES:

1. Participate in long-range planning for delivery of special education programs and services.
2. Supervise and evaluate personnel in special education programs and services, as assigned.
3. Facilitate the effective operation of assigned programs housed in local districts.
4. Provide technical assistance to parents and other community members concerning parent responsibilities in the special education process.
5. Serve as a liaison, when necessary, to professional organizations and human service agencies.
6. Develop and implement professional development activities.
7. Cooperate with the MOISD Director of Special Education in staff and program evaluation.
8. Project fiscal needs and develop a budget based upon essential expenditures within assigned program areas.

MECOSTA-OSCEOLA INTERMEDIATE SCHOOL DISTRICT
15760 190th Avenue, Big Rapids, MI 49307
(231) 796-3543 FAX (231) 796-3300

9. Coordinate the special education planning process for students within assigned program areas as needed, including facilitating Multidisciplinary Evaluation Team (MET) meetings and calling and chairing Individualized Educational Planning Team (IEP Team) Meetings.
10. Keep the MOISD Director of Special Education informed of any issues that may significantly impact the delivery of special education programs and services.
11. Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).
12. Perform other duties as assigned.

LEA SPECIAL EDUCATION SUPERVISOR ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Act as the district special education contact for administrators, staff, and parents.
2. Provide guidance in the development of IEP's
3. Provide guidance regarding other processes related to special education.
4. Hold meetings with district special education teachers.
5. Attend local administrative meetings as needed.
6. Monitor caseloads and make recommendation for LEA special education staffing.
7. Support student intervention processes and data reviews.
8. Attend and support IEP/MDR/other meeting as requested.
9. Collaborate in professional development.
10. Assist the district with resolving non-compliance, including facilitating the completion of CAPs and SLCAPs.
11. Complete work that needs to be performed for the district in Catamaran.
12. Assists in ensuring high-quality services and provisions of free and appropriate education to students with IEPs.
13. Establish and maintain positive working relationships with administration, staff, parents, and students.
14. Other duties as assigned by the MOISD Director of Special Education

COMPENSATION: \$67,000-\$80,000 based upon level of experience (excellent fringe benefits package)

DEADLINE: Until Filled

SUBMIT COVER LETTER, RESUME, CERTIFICATIONS, COPY OF TRANSCRIPTS AND CURRENT LETTERS OF REFERENCES TO:

Mark R. Klumpp, Assistant Superintendent
Mecosta-Osceola Intermediate School District
15760 190th Avenue
Big Rapids, MI 49307

NOTICE OF NONDISCRIMINATION

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Assistant Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.