



OaklandSchools

June 22, 2021

GENERAL ANNOUNCEMENT: POSITION OPENING

Executive Director of Special Populations

WHO WE ARE:

Oakland Schools is a regional service agency that offers support services to school personnel that are best delivered regionally and provide cost, size and quality advantages to those we serve. Oakland Schools is an autonomous, tax-supported public school district governed by Michigan General School Laws and is one of 56 intermediate school districts (ISDs) established in Michigan in 1962.

Our organizational focus is centered on these central objectives:

- Increase student achievement
- Serve diverse needs of schools
- Decrease costs/increase efficiencies

SALARY DETAILS:

\$119,767- \$138,893 annually with the potential to earn up to \$149,572 based on annual step increases / Exempt position / 12-month work year

WORK LOCATION:

Oakland Schools Main Campus

2111 Pontiac Lake Road

Waterford, MI 48328

IN THIS ROLE:

You will serve as Chief Special Education Officer of Oakland County, interpreting and implementing applicable regulations, the ISD Plan for the delivery of Special Education Programs and Services, PA 18 Agreement, and functions of Monitoring and Compliance as defined by Michigan Department of Education Office of Special Education. Provide overall coordination, management and leadership to the Special Populations Department's personnel and programs. Advise and consult with the Cabinet of Oakland Schools on strategic issues pertinent to Special Education. Maintain close working relationships with all local superintendents and boards for greater probability of success in meeting the compliance and instructional needs of the population of students with IEPs. Direct and coordinate all aspects of Special Education compliance, training, instruction, assistive technology and technical assistance provided to the local districts of Oakland County while providing leadership in expectations of the Michigan Department of Education/Office of Special Education. Serve as an advocate for public education and Oakland County Schools.

WHAT WE NEED:

We are seeking a proactive, strategic thinker and highly collaborative professional with strong leadership experience to develop, implement and monitor department budget and federal IDEA grants internally. Ensure review/verification of LEA level federal grants and state financial mandates in coordination with the Director of Finance. Lead and direct the development and implementation of strategic and operational plans, projects, programs and systems that align with those of the organization. Lead projects both internal to the department and to the organization to increase student achievement within Oakland County. Serve as Oakland Schools' representative, liaison, and resource to constituent groups, professional organizations, government and community agencies, local school districts, and Oakland Schools departments. Support the development of strong partnerships between community providers and local public school districts to collaboratively design, implement and evaluate programs and services. Co-facilitate Oakland County Superintendents Association (OCSA) Special Education Sub-Committee and coordinate county Parent Advisory Committee. Lead the development, design, implementation and monitoring of new products and services. Recruit, train, mentor, and support special education leadership personnel within Oakland County. Lead the coordination of local district system reviews and reporting. Collaborate with fellow Oakland Schools Instructional Services Directors to align the Oakland Schools Continuous Improvement Plan.

Develop, design and conduct professional learning activities for internal staff and external special education leadership. Perform appropriate human resource functions necessary for hiring, coaching, evaluating, disciplining and supervising staff in accordance with established policies and procedures.

WHAT YOU NEED:

- Master's Degree in Special Education required.
- Valid MDE required endorsements as the Special Education Director with Building Administrative or Central Office Certification.
- 8-9 years' experience as Special Education Director with preferred experience serving on the cabinet level in a local district, or 5 years' experience as an ISD Director in a different county.
- Must meet all continuing education requirements as defined by MDE.
- Ability to maintain and apply up-to-date knowledge of rules and regulations associated with federal and state programs in area of assignment regarding Special Education.
- Ability to maintain and apply up-to-date knowledge of current theory, research, methodology and legislation in appropriate fields of assignment regarding Special Education.

WHAT WE PROVIDE:

\$119,767- \$138,893 annually with the potential to earn up to \$149,572 based on annual step increases / Exempt position / 12-month work year

Oakland Schools offers company paid coverage for life insurance, short and long-term disability, well-being benefits and leave days. In addition, Oakland Schools offers comprehensive medical coverage or a cash in lieu benefit, dental, vision, additional life insurance, health savings account, flexible spending accounts, pet insurance, legal plan, college savings plans, tax-sheltered annuity (TSA) plans and the Office of Retirement Services retirement plans.

APPLICATION INSTRUCTIONS:

Letters of interest and resumes will be accepted until 4:00 p.m., July 7, 2021 OR until position is filled.

CLICK HERE TO APPLY!

https://ats4.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=JA000529

You will need to create an account with a username and password. Once your account has been created, you may return to update your application, add attachments, or view your application. You may exit the program at any time and return to complete it at your convenience. Once you have completed your application, you may apply for any open position. While logged-in click on the Jobs tab and All Jobs to select the jobs for which you would like to apply.

Note: You will need to select Administrative as one of your applicant types to be able to view and apply for this position.

For questions regarding this position please contact Alicia Beck at 248.209.2143.

Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic information, or disability in its programs, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Title IX Consultant at 248.209.2590. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.