



## DIRECTOR OF SPECIAL EDUCATION JOB POSTING

The Huron Intermediate School District is dedicated to educational leadership, effective programs, and quality services in collaboration with community partners to educate all learners.

EDUCATIONAL QUALIFICATIONS:	<ul style="list-style-type: none"> <li>Master's degree or higher in teaching Special Education or related professional field</li> </ul>
MINIMUM QUALIFICATIONS AND SKILLS:	<ul style="list-style-type: none"> <li>Full approval for Michigan Director of Special Education, required</li> <li>School Administrator Certificate or Central Office Certification, required</li> <li>Minimum of three (3) years of successful professional practice or administrative experience in Special Education, required</li> <li>Professional staff development and training experience, required</li> <li>Administrative experience in education, preferred</li> <li>Service as ISD director of special education special education supervisor, coordinator, or local school director, preferred</li> <li>Grant writing training and experience, preferred</li> <li>Must possess a demonstrated knowledge of state and federal regulations governing special education programs including IDEA, MARSE and Section 504</li> <li>Possess knowledge of Catamaran, MTSS, PBIS, ESSA, and Charlotte-Danielson Evaluation Framework</li> <li>Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of a special education program</li> <li>Must possess the ability to plan, organize, and direct a comprehensive special education program</li> <li>Must possess excellent leadership, supervisory, interpersonal, and communication skills</li> <li>Must possess the ability to establish and maintain effective working relationships with parents/guardians, the community, and administrative staff</li> <li>Must possess budget planning experience</li> <li>All HISD staff must adhere to the HISD Mission, Vision, Guiding Principles, Expectations, and staff handbook on the HISD Website, <a href="http://www.huronisd.org">www.huronisd.org</a> homepage</li> <li>Physically and mentally capable of rigorous work (capable of standing and sitting for extended times and lifting or pushing a minimum of 50 pounds)</li> <li>Pass and maintain School Employment background check and comprehensive background check through LARA</li> </ul>
ESSENTIAL DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:	<p>The job of "Director of Special Education" is done for the purposes of implementing and maintaining birth to age 26 Special Education programs and services conforming to District, State and Federal objectives; providing written support and/or conveying information; serving as a resource to patrons, school personnel and the Board; and maintaining adequate staffing to ensure objectives of programs and services are achieved within budget.</p> <ul style="list-style-type: none"> <li>Direct all special education programming and services for the district in accordance with the district's vision, mission and goals and ISD Plan for the delivery of Special Education Programs and Services</li> </ul>

**STATEMENT OF ASSURANCE:** It is the policy of the Huron Intermediate School District not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or any other legally-protected characteristic, in its programs, activities, or employment. Inquiries regarding this nondiscrimination policy should be directed to Superintendent, Huron Intermediate School District, 1299 S. Thomas Road, Suite 1, Bad Axe, Michigan, 48413, (989) 269-6406.

	<ul style="list-style-type: none"> <li>• Lead the implementation of IDEA and MARSE in partnership with local schools in order to provide comprehensive special education programs and services to ensure FAPE for students with disabilities</li> <li>• Develop and administer the special education budget, staffing levels, and allocations to local districts</li> <li>• Provide supervision, including staff evaluation, team building, continuous improvement, data driven decision making, problem solving and conflict management</li> <li>• Partner with General Education in facilitating implementation of programs and services for students with disabilities within a Multi-tiered System of Supports, support universal screening, and engage in Coordinated Early Intervening Services</li> <li>• Direct implementation of district policies and procedures across department personnel</li> <li>• Work collaboratively and build relationships with district personnel, constituents and community members</li> <li>• Assign and adjust resources according to identified parameters, priorities and/or needs</li> <li>• Gather information, analyze data and implement decisions in a leadership capacity</li> <li>• Be self-directed, with ability to prioritize and accomplish initiatives when given a variety of responsibilities</li> <li>• Provide support and leadership in compliance, program/service delivery, budget administration, curriculum/assessment, personnel procedures, collective bargaining agreements, implementation of federal/state mandates, and professional development</li> <li>• Provide facilitation of Parent Advisory Committee, complaint investigation, continuous improvement monitoring system, technical assistance and state performance plan</li> <li>• Provide oversight, consultation and technical assistance support to HISD and local constituent districts regarding fiscal, procedural, legal, and compliance issues for the delivery of special education and other student support services</li> <li>• Oversee Michigan Medicaid School Services Program, including assigned program personnel, documentation of special education claims and quality assurance procedures</li> <li>• Oversee assigned federal and state grant initiatives regarding application, implementation, fiscal management and evaluation</li> <li>• Facilitate coordination of community partner agencies to support the needs of students and families</li> <li>• Use excellent communication, interpersonal, and public relations skills with a variety of stakeholders and diverse community members</li> <li>• Set high expectations for staff and students within a learning community</li> <li>• Continue professional growth through conferences, memberships in professional associations, course work, or self -directed studies</li> <li>• Participate on state and local leadership teams</li> <li>• Familiar with Pupil Accounting rules, including 105c Agreements and Homebound/Hospitalized Service Provisions</li> <li>• Work to recruit quality personnel; support the mentor process and on-boarding for new employees</li> <li>• Work collaboratively with the business office to manage Special Education funding, expenditures, and resources</li> <li>• Provides expenditure control for requisitioning and ordering equipment and materials for the special education program</li> <li>• Model nondiscriminatory practices in all activities</li> <li>• Direct the preparation of reports as required by federal, state, and local regulatory agencies</li> <li>• Keep updated on the state chart of accounts (ie. Bulletin 1022) in order to be responsible for proper account coding</li> <li>• Follow the Michigan Public School Record and Retention manual</li> <li>• Maintaining sufficient documentation of work and utilize an efficient and effective electronic storage method when practical</li> <li>• Research effectively, including the use of the Internet for research. Knowledge of Google Applications, Microsoft Word/Excel, Outlook, and Illuminate Special Education</li> </ul>
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	<ul style="list-style-type: none"> <li>• Update the Superintendent and the Board of Education on applicable Special Education matters</li> <li>• Regular and consistent in person attendance</li> <li>• Valid driver's license with reliable transportation</li> <li>• Other responsibilities as deemed appropriate by supervisor</li> </ul>
TERMS:	<ul style="list-style-type: none"> <li>• 220-day calendar – 7.5 hours per day</li> <li>• Requires travel to a variety of schools/businesses via personal vehicle</li> <li>• Wage, and benefits based on experience, and approved by the Huron ISD Board of Education</li> <li>• FLSA: Exempt</li> </ul>
APPLY TO:	<p>Send letter of application, resume with references and credentials to:</p> <p>Julie Toner Human Resources Specialist, Huron ISD 1299 S. Thomas Road, Suite 1 Bad Axe, MI 48413 Or, by emailing: <a href="mailto:jtoner@huronisd.org">jtoner@huronisd.org</a></p> <p>Applications accepted through Wednesday, June 15, 2022 at 12:00 pm</p>
POSTING DATE:	Thursday, May 26, 2022