

Notice of Vacancy

HOLLY AREA SCHOOLS

January 30, 2019

Director of Special Education

Reports to: Superintendent

Salary Range: \$89,000 - \$100,000 per experience

Benefits: Complete and Competitive Benefit Package

Days Worked: 210 per year

Group: HAASA

Start Date: 1st or 2nd Week of March 2019

Application Deadline: February 15, 2019

QUALIFICATIONS - EDUCATION & EXPERIENCE

1. Master's degree or higher in the field of administration.
2. Master's degree in Special Education
3. Valid State of Michigan administrative certificate.
4. Working knowledge of Family Educational Rights and Privacy Act (FERPA)
5. Informed of all current legal requirements governing special education, Section 504 of the Rehabilitation Act of 1973 (504), English Language Learners (ELL), at both the State and Federal level.
6. Three years of successful administrative experience in special education preferred.
7. Excellent communication and leadership skills.
8. Commitment to collaboration with diverse staff.
9. Ability to use technology: Web-based systems, Microsoft Excel, Microsoft Word and others.
10. Experience in staff development/mentoring/training.
11. Ability to collaborate with classroom teachers, principals, and administrators.
12. Knowledge of State and Federal program special education rules and regulations.
13. Ability to oversee department budget and finances.
14. Ability to maintain a high degree of confidentiality.

RESPONSIBILITIES

- Oversee and coordinate Special Education services for students with disabilities.
- 504 compliance.
- Oversee psychological, SLT, social work, OT, PT, and other related services.
- Oversee Child Find, Behavior Intervention, and Adult Transition Program.
- Complete State and Federal reports as required.
- Manage department staff, budget and finances.
- Coordinate special education assessment.
- Coordinate training for special education staff.
- Active/Contributing member of District Administrative Team
- Respond to staff and parent concerns regarding services for students.
- Coordinate scheduling of services for students.
- Monitor student referrals to special education and placement process.
- Attend Oakland Schools special education council meetings (SEAOC)
- Attend out of district IEPT meetings, as needed.

Other qualifications are also considered in the final selection of a person to fill this position.

APPLICATION PROCESS

All Internal and External Candidates complete the registration procedure with Oakland Human Resources Consortium (OHRC) www.oakland.k12.mi.us/ohrc

We regret no emails, faxes, or CD's will be accepted. Applications should include letter of interest/cover letter, resume, transcripts, and three letters of recommendation.

Holly Area Schools is an Equal Opportunity Employer