

In Pursuit of Excellence...



Caledonia Community Schools

Internal/External Job Posting January 2019

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Job Title: Director of Special Programs	Posting Date: 24 January 2019	Start Date: As Available
Department: Special Education	Employee Group: Caledonia Administrative Employee Group	
Reports To: Superintendent/Designee	Application Deadline: February 15, 2019	
Application Process Apply online at http://www.calschools.org/employment/ Resume and cover letter may also be mailed to: Caledonia Community Schools Human Resource Director 9753 Duncan Lake Ave. Caledonia, MI 49316	Compensation/Fringe Benefits: Salary Range: \$89,900 – \$95,494 Competitive Benefits Package	

The Director of Special Programs is charged with implementing, administering and maintaining the special programs and services in the areas of special education, psychology, guidance, and social work in conformance with district policies and state objectives; as well as applicable law to promote a school environment conducive to individualized instruction, cooperative curriculum development, and student learning. Additionally, the Director of Special Programs oversees early childhood programming.

Essential Functions and Responsibilities

- Develops and administers school district's special services programs consistent with school district goals and objectives, as well as applicable law.
- Provides leadership and direction to staff with regard to the ongoing evaluation and improvement of special education, social/emotional health and social work programs.
- Participates as a member of the district crisis team.
- Serves as the Title IX Coordinator.
- Assigns all special education staff, social workers, school psychologists and other itinerant staff to ensure the most effective utilization and provision of special services and programs.
- Serves as the school's liaison for special education students entering or exiting high school to outside district day or residential programs.
- Reviews, approves and coordinates all outside placements for the school district.
- Ensure that student records are maintained and secured to ensure accurate information, reporting capabilities, and confidentiality in accordance with applicable laws.

- Assures that the Individualized Education Plan (IEP) of each student is developed and implemented per state and federal laws.
- Approves and maintains records on all students engaged in homebound instruction programs.
- Oversees the assignment of students into special education programs.
- Recommends components of behavioral management plans to administrative and teaching staff consistent with the needs of special needs students.
- Coordinates special education services with other pupil services.
- Promotes a school environment conducive to individualized instruction, cooperative curriculum development, and student learning.
- Meets with students, parents, and related school personnel regarding student needs.
- Oversees special education and other pupil services budget requests and administration; apply for grants to assist the school district in obtaining funds for special program needs.
- Assists in school and system-wide curriculum development and staff development in areas of responsibility.
- Serves as liaison with state officials and agencies regarding legislation, programming and other matters covering areas of responsibility.
- Supervises and monitors the school district health services programs.
- Assist with special service transportation issues.
- Prepares and oversees budget related to special programs.
- Reviews and approves requisitions for special education curriculum materials, supplies and equipment.
- Keeps abreast of developments in the fields of special education, student assessment and school health programs.
- Keeps other school district staff informed of changes in laws or regulations in areas of responsibility.
- Manages and supervises all employees in responsibility areas, including the selection, training, professional development and evaluation of staff under areas of responsibility; makes recommendations regarding goals, provides constructive feedback and takes corrective action if necessary.
- Coordinates and attends meetings with district staff and parents, serves on committees, and conducts professional development as needed to fulfill responsibilities.
- Other duties as assigned by the Superintendent.

Employment Qualifications

EDUCATION:

- Master's degree with valid teaching certificate and at least one endorsement in special education.
- Special Education Director Certification (preferred) or the ability of obtaining State Certification within 2 years.

EXPERIENCE:

- Five to seven years of classroom teaching experience working with special needs students.
- Three years of administrative experience, preferably in special education.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises itinerant staff, transitions staff, certified staff and support in all areas of the district special education programs.

Notice of Non-discrimination

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

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