

**Position:** Associate Superintendent for Special Education and Early Childhood Services  
**Job Classification:** Administrative  
**Reports To:** Superintendent

The Associate Superintendent for Special Education and Early Childhood Services is responsible for developing a countywide plan for the delivery of special education and early childhood services and for the administration of centralized special education programs and support services required for students from the constituent districts. S/he also provides direct supervision and leadership of Special Education and Early Childhood Services staff.

**Qualifications:** The Associate Superintendent for Special Education and Early Childhood Services must possess a Master's degree or better with certification in Special Education along with a valid Michigan teaching certificate. Approval as a Special Education Supervisor or Director by the State Department of Education is required. A minimum of three years experience as a supervisor in special education programs and two years experience as a special education instructor or professional is strongly preferred.

**Essential Job Functions:**

1. Acquires and maintains a thorough knowledge of all laws, rules, regulations, and policies pertinent to the conduct of special education programs. Interprets such information for the Board, Administration, staff, and the constituent districts.
2. Administers all facets of the centralized special education programs and services operated directly by the MAISD.
3. Develops annual departmental budgets. Manages those budgets and makes revisions, when necessary. Reviews the MAISD special education funding plan.
4. Researches and develops supplemental funding sources for special education programs.
5. Provides leadership to all special education programs and staff in the county, including local district and regional programs and services.
6. Prepares and submits all required State and Federal reports including, but not limited to, special education counts, cost reports, membership reports, etc.

7. Ensures the implementation of the ISD Plan for the delivery of special education programs and services. Develops revisions to the plan as required.
8. Ensures that all special education programs and services comply with existing laws, rules, and regulations.
9. Serves as the ISD staff liaison and consultant to the Superintendents' Advisory Committee.
10. Attends meetings of the Board of Education and provides information to the Board on matters involving special education.
11. Serves as Chairperson for the Special Education Directors' Committee.
12. Serves as consultant to the Parent Advisory Committee.
13. Maintains an active role in local and regional committees conceived to serve special education programs.
14. Keeps local and regional Special Education Directors apprised of recent legislation, policy, and other information pertinent to special education.
15. Oversees the process of all informal and formal complaints and hearings relative to special education.
16. Collaboratively researches, creates, and develops contractual relationships with local agencies to provide supplemental programs and services for students with disabilities.
17. Evaluates special education staff according to Board policy.
18. Supervises the Head Start Director and programmatic activities.
19. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.

Annual Salary = \$114,361

Expense Account = \$0

Reimbursed Expenses = \$0

Supplemental Compensation = \$15,500