

Position: Assistant Director of Special Education

Job Classification: Administrative

Reports To: Associate Superintendent of Special Education & Early Childhood Services

The Assistant Director of Special Education assists the Associate Superintendent of Special Education & Early Childhood Services in developing and maintaining quality special education programs and services throughout the MAISD service area. The Assistant Director assumes primary responsibility for ensuring program compliance.

Qualifications: The Assistant Director of Special Education 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. Supports local districts and PSAs with implementing the Michigan Continuous Improvement Monitoring System including the Service Provider Self-Review, Verification, and Focused Monitoring.
2. Investigates complaints according to the Michigan Department of Education Guidelines. Assists in informal resolution of conflicts between parents and school districts.
3. Acts as a resource to parents and local districts in matters of special education policy and procedure.
4. Meets on a regular basis with the Parent Advisory Committee to ensure strong communications and to assist with planning and committee functions including input into the ISD Plan.
5. Responsible for the development of special education IEP and related forms.
6. Works with ISD and local district staff to use the MI-CIS system as the special education student records management system and for state and federal student count days.
7. Assists the Associate Superintendent in program planning, program and services development, and general delivery of special education services.
8. Assists the Associate Superintendent with supervision of consultant and departmental support staff.

9. Works cooperatively with local district special education administrators and professionals to help ensure high quality programs and services.
10. Serves as the MAISD Coordinator for Section 504 of the Rehabilitation Act and Title II, the Americans with Disabilities Act.
11. Works closely with local districts to ensure that cooperative planning of special education programs and services is an ongoing and constructive process.
12. Fosters collaborative relationships between departments with the ISD.
13. Promotes high student achievement for all students.
14. Supports the delivery of high quality professional development to district and ISD staff.
15. Assists in the development and monitoring of the special education budget as assigned by the Associate Superintendent.
16. Assists the Associate Superintendent with supervision of Wesley School.
17. Participates in local and state associations and organizations as deemed necessary.
18. Performs other duties as assigned by the Associate Superintendent.

Annual Salary = \$110,538

Expense Account = \$0

Reimbursed Expenses = \$0

Supplemental Compensation = \$2,950