



626 Phillips
Clawson, MI 48017
248.655.4400
FAX: 248.655.4422

ADMINISTRATIVE VACANCY

POSTING DATE: July 31, 2024

POSITION: **DIRECTOR OF SPECIAL EDUCATION**
224-Day Work Year

DUTIES AND
RESPONSIBILITIES:

- Participate in the development and promotion of the special education philosophy of service and delivery
- Serve as instructional leader for delivering curriculum and providing educational opportunities to special needs students
- Articulate and build consensus among staff regarding the vision of the special education department
- Foster and develop positive relationships and communicate with parents, families, staff and agencies regarding special education services and plans
- Plan, supervise and evaluate teachers, para-educators, and related service providers in all special education programming
- Recruit, interview and make recommendation to hire special education staff
- Keep informed of legal requirements governing special education and assure that staff and programs are in compliance with the law
- District coordinator for Section 504 referrals, and provide support to school level 504 coordinators
- Assist school administrators in the organization of special education programs, including the administration of state-wide assessments
- Support and direct the ASD Center Program
- Coordinate staff development activities for special education and general education staff as needed or required for compliance
- Develop a budget and provide expenditure control on established budgets for special education
- Oversee all students' Individual Educational Plans and assure compliance with those plans
- Prepare local, county, state and federal special education reports
- Perform other job-related duties as assigned by the Superintendent
- District Title IX coordinator

QUALIFICATIONS:

- Experience and/or familiar with supervising an integrated center program for students with ASD
- Extensive training in effective practices for students with ASD
- Experience working collaboratively with general education and special

- education teachers serving students in the Least Restrictive Environment
- Must possess administrative certification
- Must meet the qualification for Director of Special Education Approval in accordance with Michigan Administrative Rules for Special Education (MARSE)
- Full approval in at least one area of special education
- Minimum of five years of successful special education or support service at the preschool, elementary, or secondary level
- Demonstrated ability in the organization and supervision of special education programs
- Knowledge of the techniques of modification and accommodation as they relate to the general education curriculum
- Evidence of the candidate's ability to provide quality leadership must be demonstrable through:
 - Excellent communication skills
 - A conceptual understanding of human growth and development, learning theories and teaching methodologies, special education service delivery models, state and federal rules related to special education
 - Skill in maintaining productive, positive interpersonal relationships
 - A knowledge and commitment regarding current societal and educational issues such as diversity, restorative practices, the Integrated Model of Special Education, collaborative problem-solving, etc.
 - Involvement in professional organizations

REPORTS TO: Superintendent

SALARY: Salary negotiable, commensurate with experience plus a comprehensive fringe benefit package

APPLICATION PROCESS – EXTERNAL:

APPLICATION PROCEDURE:

***Please apply through Oakland Human Resources Consortium**

<https://www.applitrack.com/oaklandschools/onlineapp/default.aspx?all=1&AppliTrackPostingSearch=district%3A46158&AppliTrackSort=type&AppliTrackLayoutMode=detail>

*Please DO NOT mail or bring copies of your application materials to the district or any school office unless specifically requested. The district no longer retains or utilizes paper documents in the initial screening process and unsolicited materials will not be retained.

APPLICATION DEADLINE: August 20, 2024

INTERNAL Candidates:	Qualified INTERNAL applicants, please submit a formal letter of interest via Tracy.Gaulzetti@clawsonschools.org INTERNAL Deadline: August 7, 2024
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Clawson is an equal opportunity employer and fully subscribes to the principles of Equal Opportunity.
The Civil Rights Act of 1964 and State and Local Laws prohibit discrimination on the basis of
race, color, religion, sex, national origin, disability, age, height,
weight, marital status, or any other legally protected characteristic.