

Gratiot-Isabella RESD Position Description

Position Title: Associate Superintendent for Special Services
Department: Special Services
Reports To: Superintendent
Date: Fall 2006

SUMMARY: Administers the Special Services Department of the District. Ensures program integration with the other instructional departments, local education districts and the State. Ensures compliance with Special Education Regulations (State and Federal). Manages a large sized staff of certificated and classified personnel, programs, and budget. Cabinet level position.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Administrate long-term development and daily operations of the District's Department of Special Services.
- Plans, supervises and evaluates supervisors and other Special Services personnel.
- Consults with staff, parents and outside agencies regarding Special Education students and programs offered.
- Responds to parents regarding the evaluation and placement of their children.
- Discusses Special Services programs, personnel and students with building administrators.
- Obtains funding from state and federal programs. Submits program documentation for approval, applies for grants, submits budgets and financial reports and prepares and submits program reports to agencies.
- Develops and administers the Special Services budget.
- Ensures compliance with local, state and federal guidelines.
- Monitors staff caseloads and student progress.
- Evaluates and recommends for promotion any personnel serving in the special services area.
- Assists in recruitment, selection, and recommendation for hiring of special services personnel.
- Develops and maintains complete and cumulative individual records of all children receiving special services or enrolled in special classes and serves as official records custodian.
- Assists in the adaptation of school policies to include special education needs.
- Keeps informed of all legal requirements governing special education.
- Plans staff in-service training activities.
- Designated Section 504 Coordinator.
- Serves on regional and local district committees as warranted.
- Participates as member of District Superintendent's cabinet.
- Attends and reports at District Board of Education meetings.

SUPERVISORY RESPONSIBILITIES:

Supervises over 140 certificated and classified employees in the Special Services Department. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending hires, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Master's degree or equivalent, three years of successful professional practice or administrative experience in special education, or combination thereof. Thirty semester or 45 term hours of graduate credit and a successful 200 clock-hour practicum in special education administration. Recommendation from a college or university approved for the preparation of special education directors which attest that the person has acquired the knowledge and competencies in subdivision (d) of the subrule 340.1771.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Teaching Certificate with Special Education endorsement, full approval in a least I area of special education. Administrative endorsement as Director of Special Education is required.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to understand and apply basic constructs of budgetary process.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Must be able to transport between school buildings, districts and cities. Ability to apply knowledge of current research and theory in specific field. Demonstrated leadership ability and general knowledge of issues and problems in all disability areas of special education. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, or stand. The employee is generally required to talk and hear. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others. Stress management skills are required.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings, moderate. The work environment will also vary in human activity with some responsibilities involving aloneness while other responsibilities will involve small group to large group interactions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Annual Salary = \$108,255.00

Expense Account = \$0.00

Reimbursed Expenses = \$0.00

Supplemental Compensation = \$1,327.00