



FENNVILLE PUBLIC SCHOOLS

"Educational Excellence, Community Atmosphere, Global Vision"

FIVE MEMORIAL DRIVE
FENNVILLE, MICHIGAN 49408

Job Posting

POSITION: Special Education Director

POSTING PERIOD: June 16, 2022 until filled.

QUALIFICATIONS:

1. Valid Michigan special education certification and a minimum of three years of successful experience in a teaching or other relevant special education position.
2. Master's degree or equivalent in any special education field or appropriate related field of study.
3. Valid Director or Supervisor of Special Education Certification or Approval from MDE or the ability to obtain it.
4. Leadership experience including supervisory responsibility is preferred.
5. Strong leadership qualities, including the ability to communicate effectively and relate positively with students, parents, staff, and other members of the community.
6. Extensive knowledge of program and service requirements and best practices for specialized instruction to ensure compliance with local, state, and federal regulations.
7. Broad general knowledge of curriculum, positive behavior systems, MTSS, instructional best practices, assessment, and the PLC process.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

1. Provide leadership and supervision in the management of programs for students with disabilities including those operated under Part B of the Individuals with Disabilities Education Act (IDEA).
2. Provide leadership and supervision in the management of special education services, including but not limited to occupational therapy, physical therapy, school social work, and speech/language therapy.
3. Ensure compliance with the Individuals with Disabilities Education Act (IDEA), Michigan Administrative Rules for Special Education (MARSE) and other applicable rules and regulations.
4. Develop and coordinate curricula for special education programs that align with state standards and evaluate program effectiveness.
5. Maintain current knowledge of the legal requirements governing special education and inform staff of upcoming changes.
6. In conjunction with the building principal, recruit, hire, train, mentor, coach, and evaluate special education staff.
7. Ensure maintenance and confidentiality of records of students receiving special education programs and/or services.
8. Consult with staff, parents, and outside agencies regarding special education programs and services for students with disabilities.
9. Function as a contributing member to the administrative team in all visioning, long- and short-range planning, coordination, decision-making and professional growth activities.
10. Foster and coordinate a team approach to providing student services with students, parents, classroom teachers, paraprofessionals, student success coordinators, special education staff, contracted staff, and administrators.
11. Work with building principals to guide, monitor, and continuously improve systems of student support, such as MTSS strategies, child study, special education, and at-risk referral processes, truancy and wrap-around services with community and public agencies.
12. Perform other such duties as may be assigned by the Superintendent of Schools.



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TERMS OF EMPLOYMENT:

- Full-time, year-round, salaried position (approx. 220 days/year)
- Salary based on the Fennville Administrative Salary Guide with possible credit for relevant prior experience
- Medical, dental, vision, life and long-term disability insurance included
- Projected start date of July 1, 2022

REPORTS TO: Superintendent of Schools

Interested persons should submit a letter of application and resume with references to:

Jim Greydanus, Superintendent
5 Memorial Drive, Fennville, MI 49408

Or submit by email to: marileen.pitts@fennville.org

The Board of Education of Fennville Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities including employment opportunities.

Posted: June 16, 2022

Central Office
(269) 722-3350
Fax (269) 722-3351

High School
(269) 722-3450
Fax (269) 722-3451

Middle School
(269) 722-3550
Fax (269) 722-3551

Elementary
(269) 722-3900
Fax (269) 722-3851

Migrant/Bilingual
(269) 722-3350
Fax (269) 722-3351

Alternative Education
(269) 722-3580
Fax (269) 722-3581

Transportation
(269) 722-3820
Fax (269) 722-3821