



VACANCY ANNOUNCEMENT
Special Education Supervisor
Bloomfield Hills Schools

Applications are being accepted for a **Special Education Supervisor** position for Bloomfield Hills Schools.

RESPONSIBLE TO: Director of Special Education

QUALIFICATIONS:

- Master's Degree from an accredited college/university with particular emphasis on administration, special education, educational leadership, or a related field
- Full or temporary state approval for Supervisor of Special Education or enrolled in a program
- Michigan teaching certificate with special education endorsement or certification/licensure in at least one area of special education
- Demonstrate leadership skills, knowledge of and proven performance in behavior planning, meeting/group facilitation, conflict resolution, community/educational partnerships, and expertise in specially designed instruction
- Knowledge of recent trends and research based practices in the field of special education
- Knowledge of special education laws, rules, regulations and compliance responsibilities
- Creative, flexible, hands-on problem solver who builds relationships with individual students, district staff, LEA staff and all team members
- Position requires the following skills: be highly organized; possess excellent communication skills; be highly confidential at all times; act as a team player; be flexible to work on multiple tasks; pay attention to detail; be able to learn new skills and deal with constant change

MAJOR DUTIES AND RESPONSIBILITIES:

- Assist the Director with all of his/her assigned responsibilities
- Recruits, hires, trains, mentors, coaches and evaluates program staff
- Completes and submits required state reports on time and with accuracy
- Establish relationships with community agencies
- Communicates the philosophy, goals and objectives of the district programs to the students, parents, staff, and to the community at large
- Participates as a member of the educational team to facilitate development and implementation of positive behavior supports and effective instructional practices across general and special education settings
- Collaborates with school staff to work effectively with families of students with disabilities

- Develop and promote parent outreach opportunities and parent involvement
- Develop practices that provide for a safe and healthy environment, effective educational programs, and ongoing communication and collaboration
- Attend meetings and help facilitate agreement at IEPs and other meetings regarding student goals/objectives, programs and services
- Provide guidance to include:
 - Facilitation of all special education processes, including IEP, REED, MDR, FBA to ensure full compliance with IDEA requirements
 - Lead district special education improvement activities which includes establishing building and district systems, processes, trainings, and shared leadership
 - Develop documents, guidance, and processes as needed to ensure that programs and services are delivered in a way that supports both compliance and positive outcomes for special education eligible students
 - Serve as a resource for growth and development of provider capacity around specially designed instruction
- Other duties as assigned

COMPENSATION BENEFITS: \$102,000-119,500

STARTING DATE: July 1, 2024

METHOD OF APPLICATION: All applicants, who want to be considered for this position, must submit an application at: <https://www.applitrack.com/oaklandschools/onlineapp/jobpostings/view.asp?district=46154>

The Board of Education is committed to maintaining an educational and work environment that is free from discrimination and harassment based on race, color, national origin, sex (including sexual orientation and gender identity/expression), disability, religion, genetic information, marital status, pregnancy status, or any other legally protected characteristic. The Board has therefore adopted anti-discrimination and anti-harassment policies that prohibit discrimination and harassment by Board members, School District employees, students, contractors, volunteers and others connected with the School District. A student, employee, or any other person who believes that a student or employee has been subjected to discrimination or harassment may seek resolution of the matter through the procedures that follow. Complaints of sexual harassment within any educational program or activity of the School District will be investigated and resolved under 8007.3-AR, as required by Title IX and its implementing regulations ("Title IX sexual harassment"). All other complaints of discrimination, harassment, or retaliation, other than Title IX sexual harassment, will be investigated and resolved under 8007.1-AR or 8007.2 AR. Inquiries related to discrimination on the basis of disability should be directed to the 504 Coordinator: Director of Special Education, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248) 341-5415. Direct all other inquiries related to discrimination to: Assistant Superintendent for Human Resources, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248)341-5425.