



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Administrator for Off-Site Special Education Programs
Reports To: Assistant Superintendent for Special Education
FLSA Status: Exempt
Prepared By: Human Resources – TZ
Approved By: N/A
Prepared Date: 02/2002
Last Revised Date: 08/2013

Summary:

Directs and coordinates high quality education programs for students receiving locally based KRESA services.

Essential Duties and Responsibilities:

- Supervise and evaluate instruction provided by staff
- Monitor compliance with established practices and regulations
- Develop budget plan and monitor expenditures and revenue
- Initiate and/or guide positive system changes and training practices
- Serve as School District Liaison for designated programs – HI, VI, AI
- Recommend professional development for related staff
- Insure communication and marketing of services with local districts, parents, community agencies, etc.
- Interpret laws, rules and regulations to students, parents and staff
- Oversee the preparation of reports for federal, state and local regulatory agencies
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Prefer Master's degree (M.A.) or equivalent related combination of experience and education.

Certificates, License, Registration:

Eligible for temporary approval as a Special Education Supervisor.

Other Skill & Abilities:

- Effectively present information in front of groups and engage in audience
- Ability to communicate effectively including listening
- Delegates work assignments as appropriate
- Keep Assistant Superintendent abreast of department activity
- Works in a team oriented fashion
- Ability to efficiently use computer and applicable software
- Ability to problem solve
- Ability to read, analyze and interpret data
- Ability to write reports, correspondence, policies and procedures
- Maintains confidentiality
- Displays willingness to support and make decisions with sound judgment in timely manner
- Develops strategies to achieve department goals
- Performs duties as workload necessitates
- Adapts to frequent changes in the work environment
- Uses equipment and materials properly
- Practices safe work habits

Supervisory Responsibilities:

Directly supervises employees serving the Off-Site programs; Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending the hiring and training of employees; addressing complaints and resolving problems.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

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 moderate.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.