



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Administrator for Special Education
Reports To: Assistant Superintendent for Special Education
FLSA Status: Exempt
Prepare By: Human Resources MS
Approved By: N/A
Prepared Date: 07/2003
Last Revised Date: 07/2003

Summary: Directs and coordinates educational, administrative, and counseling activities of special education programs performing the following duties

Essential Duties and Responsibilities:

- Provides instructional leadership and facilitates school improvement for the Hearing Impaired and Visually Impaired Programs
- Develops and evaluates educational program to ensure conformance to state and school board standards
- Develops and coordinates educational programs through meetings with staff, review of teachers' activities, and issuance of directives
- Confers with teachers, students, and parents concerning educational and behavioral problems
- Establishes and maintains relationships with colleges, community organizations, and other schools to coordinate educational services
- Requisitions and allocates supplies, equipment, and instructional material as needed
- Directs preparation of class schedules, cumulative records, and attendance reports
- Plans and monitors program school budgets
- 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:

Master's degree (M.A.); four to ten years related experience and/or training; or equivalent combination of education and experience.

Registration:

Full Approval as a Supervisor of Special Education

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 administrator 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 20 employees in the Hearing Impaired and Visually Impaired Programs; Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws Responsibilities include interviewing, recommending hiring, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining 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 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.