



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Asst. Superintendent for Special Education
Reports To: Superintendent
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 05/2009
Last Revised Date: 05/2009

Summary:

Directs, coordinates and evaluates the Special Education Department by performing the following duties either personally or through other administrators.

Essential Duties and Responsibilities:

- Develops, coordinates and monitors budget for Special Education Programs and local districts.
- Chairing county-wide finance committees, providing information to local superintendents and business officers
- Manages the operations of Special Education Center programs via principals and administrators.
- Supervises and evaluates administrators
- Collaborates with advocacy groups, parents, agencies and the members of the community on Special Education issues
- Provides leadership and facilitates the evaluation of Special Education programs, development of new and revised programs, policies and procedures
- Ensures compliance with Special Education federal and state laws, rules and regulations
- Interprets laws, rules and regulations to parents, Kalamazoo RESA staff, charter schools and local districts
- Provides leadership and input to local, state and national groups on issues related to Special Education
- Oversees the preparation of reports for federal, state and local regulatory agencies.
- Provides assistance to the Parent Advisory Committee
- Facilitates professional development activities for Special Education staff.
- Regular and consistent attendance
- 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; Michigan Approval as a Director of Special Education or ability to obtain; five plus years as a local or intermediate school district Special Education Administrator.

Certificates, License, Registration:

If applicable.

Other Skill & Abilities:

Effectively present information in front of groups and engage audience

Ability to communicate effectively including listening

Delegates work assignments as appropriate

Keeps administration abreast of division 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:

Responsible for the overall direction, coordination and evaluation of Special Education staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring and 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. The employee is expected to drive between Kalamazoo RESA buildings, local districts and to workshops, trainings and conferences.

Work Environment:

The noise level in the work environment is usually quiet.

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.