

Kalamazoo Regional Educational Service Agency Job Description

Job Title: Director, WoodsEdge Learning Center
Reports To: Assistant Superintendent for Special Education
FLSA Status: Exempt
Prepared By: L. Montgomery
Approved By: Human Resources
Last Revised Date: 04/2016

Summary: Directs and coordinates programs for students attending WoodsEdge Learning Center onsite and offsite programs; including DHH and VI programs and services.

Essential Duties and Responsibilities:

- Supervise and evaluate daily operations of the Program for the Cognitively Impaired and the Autism Program.
- Supervise and evaluate certified and non-certified staff at WoodsEdge Learning Center and for the Deaf and Hard of Hearing programs.
- Provide instructional leadership and school improvement practices.
- Chair weekly administrator and other meetings covering many subjects and groupings
- Plan, organize, and/or participate in professional development activities and required annual training sessions
- Monitor compliance with special education laws and rules and established practices and regulations
- Develop budgetary plans and monitor performance
- Guide positive system changes and training practices
- Other duties as assigned
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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. or M.S.); Full approval or ability to obtain full approval as a Director of Special Education; four to ten years related professional experience and/or training.

Certificates, License, Registration:

Valid Michigan Teaching Certificate with Special Education Endorsement
Full Approval as Michigan Administrator of Special Education

Other Skill & Abilities:

- Effectively present information in front of groups and engage 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:

Supervise employees within each of the WoodsEdge Learning Center 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 regularly 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.