



IOSCO REGIONAL EDUCATIONAL SERVICE AGENCY
27 NORTH REMPERT ROAD, TAWAS CITY, MI 48763
PHONE: (989)362-3006 ♦ FAX: (989)362.9076

Vacancy Notice

Position: Special Education Supervisor

Summary:

The Supervisor of Special Education will serve as the lead administrator of Iosco RESA's center-based educational programs as well as overseeing other special education services/programs as assigned. The Supervisor of Special Education is knowledgeable in best practices for special education in addition to, current state and federal laws. The Special Education Supervisor is a resource to support special education teachers, paraprofessionals, and itinerant staff in the delivery of high-quality services. The Supervisor of Special Education will also assume supervisory responsibilities (including evaluations) for the staff assigned by the Director of Special Education.

Qualifications:

Valid Michigan Administrative Certificate; Approval for Special Education Supervisor or Director through the Michigan Department of Education; Possess a valid Michigan Teaching certification with special education endorsement or the ability to obtain one; Three to five years of successful educational experience; Extensive knowledge of IDEA and MARSE laws, rules, and regulations.

Essential Duties and Responsibilities:

Serves as the instructional leader, and supervises assigned staff including but not limited to establishing assignments and schedules, conducting evaluations, and supporting staff with their professional growth.

Develops and coordinates curriculum for center-based programs.

Recommend to the Director of Special Education issues related to staff retention, staff assignments, personnel policies, staff discipline, etc. Assists with screening and interviewing of potential staff members and recommendations for employment.

Coordinates facilitating staff professional development and provides coaching, pertaining to topics such as positive behavioral supports, instructional practices, data collection, progress monitoring, crisis response, trauma-informed care, and crisis prevention intervention.

Monitors and maintains budgets for teaching supplies, textbooks, mileage, and professional development in collaboration with the Director of Special Education.

Leads IEP teams in decision-making while ensuring best practices in the facilitation and development of high-quality IEPs. The administrative representative at IEP meetings ensures the provision of FAPE in the LRE.

Coordinates activities in collaboration with the Accountability and Compliance Coordinator of the Parent Advisory Committee (PAC) as directed by the Director of Special Education.

Oversee center-based school and accompanying grounds in coordination with the director and landlord.

Performs other duties as assigned by the Director of Special Education

To Apply: submit cover letter, resume, copies of transcripts, certifications, and licensure, along with three letters of recommendation to:

Iosco RESA
Attn: R. Foster
27 N. Rempert Rd.
Tawas City, MI. 48763
FAX: 989.362.9076
or
email: rfoster@ioscoresa.net

The Iosco Regional Educational Service Agency does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. Title IX and 504 Coordinator: Hannah Wanks, 27 N. Rempert Rd, Tawas City, MI, 48763, 989-362-3006 x1129.