



Position Opening
GENERAL ANNOUNCEMENT
Supervisor of Special Education: Student Services for Low Incidence
Special Populations
Posted March 14, 2018

Job Title:	Supervisor of Special Education: Student Services for Low Incidence
FLSA Status:	Exempt
Salary Range:	Market Range 17
Performance Area:	Educational Services
Department:	Special Populations
Supervisor Title:	Executive Director of Special Populations

Position Summary: Provide direction and supervise the day-to-day activities of Special Education Student Services for Low Incidence work group. Provide technical assistance, strategic support, and problem resolution to Oakland County educators in alignment with department priorities.

Essential Characteristics:

- Strong knowledge of research validated approaches and best practices for students with low incidence disabilities.
- Demonstrated experience in building positive interpersonal relationships.
- Strong experience in designing programs to meet diverse needs of districts.
- Experience in motivating commitment, collaboration and consensus among individuals, and ability to work as both a team leader and member.

Essential Functions and Tasks:

- Supervise the day-to-day activities of assigned staff. Duties include hiring, training, coaching, evaluating performance, and when necessary disciplining staff.
- Serve as an advocate for public education and Oakland County Schools.
- Participate in the development, implementation and management of departmental strategic/operational plans, standard operating procedures, projects, programs and systems.
- Develop and implement work group budget; assure expenditures are within the approved budget.
- Coordinate and oversee the provision of consultative services to local school districts and public school academies in Oakland County.
- Supervise professional development activities offered by Student Services for Low Incidence personnel.
- Prepare departmental documents and reports as required.
- Work in collaboration with department staff to develop, write and manage grants and contracts.
- Supervise and work with the Student Services for Low Incidence work group to plan, design, implement, and evaluate new products and services to meet identified needs and departmental goals; assure team members have the necessary resources.

- Participate in problem solving with department members and stakeholders.
- Facilitate and/or participate in work group and department meetings and committees; communicate information from meetings to appropriate individuals.
- Design and conduct professional development programs within identified focus areas.
- Maintain knowledge of current research, leading edge developments, and legal mandates related to instruction of students with disabilities.
- Serve as a resource to families, school personnel, external agencies, professional organizations and others.
- Promote and support organizational culture by reinforcing Board of Education goals, policies and procedures and the organization's vision, mission and continuous improvement plan.

Job Qualifications:

- Master's Degree in Special Education.
- Valid Special Education Endorsement.
- Michigan Supervisor of Special Education approval or approval eligible.
- Five or more years of related experience.
- Ability to properly operate required office equipment such as a personal computer, fax machine, copier and the like.

In addition to the qualification requirements set forth in this job description, the incumbent is also required to meet the "Key Work Competencies" expectations of Oakland Schools.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.

Employment Terms: Twelve month work year. Salary based on the Progression Increment Salary System, Market Range 17 with an annual salary range of \$101,714 to \$116,300.

Application Deadline: Applications will be accepted until 4 pm, Wednesday, March 28, 2018 or until position is filled.

Apply To:

- **Go to:** <https://oakland.k12.mi.us/employment/job-postings/pages/default.aspx>
- **Click** "View all Open Positions in OHRC Districts"
- **Click** "Broken Down by District", **Click** "Oakland Schools"
- **Click** on Desired Position and on the "**Apply**" button in the upper right corner and follow prompts.

For questions regarding this position please contact Alicia Beck at 248.209.2143 or via email at Alicia.Beck@Oakland.k12.mi.us.

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