



# OaklandSchools

December 5, 2018

## **GENERAL ANNOUNCEMENT: POSITION OPENING**

### **Special Populations**

### **Supervisor for SP Capacity Building**

#### **WHO WE ARE:**

Oakland Schools is a regional service agency that offers support services to school personnel that are best delivered regionally and provide cost, size and quality advantages to those we serve. Oakland Schools is an autonomous, tax-supported public school district governed by Michigan General School Laws and is one of 56 intermediate school districts (ISDs) established in Michigan in 1962.

Our organizational focus is centered on these central objectives:

- Increase student achievement
- Serve diverse needs of schools
- Decrease costs/increase efficiencies

#### **SALARY DETAILS:**

\$102,985 - \$117,754 annually / Exempt position / 12-month work year

#### **WORK LOCATION:**

Oakland Schools Main Campus

2111 Pontiac Lake Road

Waterford, MI 48328

## **IN THIS ROLE:**

You will provide direction and supervise the day-to-day activities of the Special Populations Capacity Building work unit and provide technical assistance, strategic support, and problem resolution to Oakland County educators in alignment with department priorities.

## **WHAT WE NEED:**

We are seeking an energetic, proactive and collaborative team member to provide direction and supervision of work unit staff including directing service and consultation to local school districts, developing and maintaining budget, approving leaves and expenses, preparing departmental reports, managing professional learning plans, and participating in the development and implementation of departmental strategic operational plans. You will serve as a resource and liaison to Oakland Schools' staff, local school district administrators and staff, external agencies and professional organizations to maximize achievement for all students.

## **WHAT YOU NEED:**

- Master's degree in Special Education.
- Valid endorsement in the field of Special Education.
- Michigan Supervisor or Director of Special Education Approval or Approval eligible.
- Michigan Administrator Certification or Administrator Permit eligible.
- Four or more years of related experience.
- Experience designing programs to meet the diverse needs of local districts including alternate formats of learning (virtual, blended, on-demand).
- Demonstrated knowledge of Public Education and Special Education Administration.
- Understanding of laws and applicable Special Education rules.
- Strong knowledge of research validated approaches and best practices in the area of Special Education.
- Experience motivating commitment, collaboration, and consensus among individuals. Ability to work as both a team leader and member.

## **WHAT WE PROVIDE:**

Salary Range of \$102,985 - \$117,754 annually

Oakland Schools offers company paid coverage for life insurance, short and long-term disability, well-being benefits and leave days. In addition, Oakland Schools offers comprehensive medical coverage or a cash in lieu benefit, dental, vision, additional life insurance, health savings account, flexible spending accounts, pet insurance, legal plan, college savings plans, tax-sheltered annuity (TSA) plans and the Office of Retirement Services retirement plans.

### **APPLICATION INSTRUCTIONS:**

Letters of interest and resumes will be accepted until 4:30 p.m., Monday, January 7, 2019 OR until position is filled.

### **CLICK HERE TO APPLY!**

<https://www.oakland.k12.mi.us/>

For questions regarding this position please contact Alicia Beck at 248.209.2143.

Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic information, or disability in its programs, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Manager/Supervisor, Career Focused Education at 248.209.2160. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.

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.