



POSITION OPENING

POSITION: Director of Special Education
Beginning with the 24-25 school year

REPORTS TO: Marcellus, Superintendent
Cassopolis, Director of Instruction

EMPLOYMENT STATUS: Full Time

FLSA STATUS: Exempt

OVERVIEW OF SCHOOL DISTRICTS:

Cassopolis Public Schools are located in the center of Cass County in southwestern Michigan. Marcellus Community Schools are adjacent to Cassopolis in the northeastern corner of the county. Both districts are relatively small rural communities. Both are very community-oriented school districts. Each district consists of one elementary, one middle, one high school, and an alternative educational program. The total student enrollment between the two districts is approximately 1475.

The village of Cassopolis (the county seat) was recently awarded the Community Excellence Award by the Michigan Municipal League edging out the three other finalists of Farmington Hills, Royal Oak, and Traverse City. The village includes a beach, boardwalk, and many local businesses. The village also includes a developing industrial park.

PREFERRED QUALIFICATIONS:

1. Minimum of five years teaching and/or school administrative experience in a variety of Special Education settings.
2. Valid Michigan administrator certificate; **AND**
3. Approval for director or supervisor of special education through the Michigan Department of Education, Office of Special Education.
4. Extensive knowledge of Federal and Michigan laws, rules and regulations governing special education.
5. Demonstrated ability to meet tight deadlines, juggling conflicting timelines and priorities.
6. Good health, high moral character, and good attendance record.
7. Demonstrated excellence in interpersonal communication skills and staff motivation. Polite, courteous, and tactful with the public.

SKILLS, KNOWLEDGE, AND ABILITIES:

1. Management skills: Needs to have the ability to coordinate and motivate people, to obtain desired result.
2. Excellent communication and writing skills.
3. Leadership skills: Must have the ability to lead individuals and teams of staff.
4. Decision making skills: Must be able to think through issues and come up with the best decision.



5. Time-management skills: Must be able to manage time effectively to accomplish several tasks and meet his/her daily target.
6. Ability to remain calm under pressure and meet strict deadlines.
7. Ability to maintain strict confidentiality.

PERFORMANCE RESPONSIBILITIES:

1. **Perform** ongoing analysis of special education needs and lead improvement efforts.
2. **Schedule** all district IEPs. Make first contact with parents (excluding speech only).
3. **Train** relevant staff covering many aspects of special education such as discipline, Student Assistance Teams, MTSS, 504 plans, IEP writing, IDEA and MARSE law, procedures, and regulations.
4. **Attend** IEP meetings as needed or requested by school administrator or teacher.
5. **Collaborate** with ISD (and other agencies) staff toward service delivery, transition planning, compliance, placement and evaluation. Attend all ISD CCSEA meetings.
6. **Communicate** with parents and answer questions, resolve issues, and provide information as needed or requested by school administrator or teacher.
7. **Participate** in Student Assistance Team (SAT) meetings as needed or requested by school administrator or teacher.. Impart ideas for interventions and ensure that tiered support is given with fidelity before a student is evaluated for a disability.
8. **Support** an RTI/MTSS model of assessment, including early identification and intervention.
9. **Direct** activities for developing 504 plans which includes training staff, contacting parents, obtaining consent, writing plans, scheduling initial meetings and other needed paperwork to ease the building level coordinator's duties.
10. **Visible** in schools to ensure availability and support.
11. **Report** compliance standards to all relevant staff as reports are released through Catamaran.
12. **Coordinate** with ISD and district Financial Directors to ensure accuracy in Medicaid and Special Education cost reporting.
13. **Participate** in personnel functions (recruitment, hiring, evaluations, etc.) for the purpose of maintaining adequate staffing, matching staff to student needs and ensuring that objectives of special education programs are achieved.
14. **Develop** with administrators and teachers "Moving Forward" activities when students move to a new building/level.
15. **Participate** in district and state professional development.
16. **Coordinate** the development of personal curriculums and ensure that staff understands these flexibilities that the state allows.
17. **Coordinate** with school and district test coordinators to ensure appropriate accommodations are available to students during testing.
18. **Supervise** personnel for the purpose of assuring the development and implementation of services based on student needs.



19. **Assist** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
20. **Promote** the practice of aligning curriculum between general and special education.
21. **Serve** as an advisor for all special education legal issues.
22. **Facilitate** departmental meetings.
23. **Perform** such other tasks and responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Full Time with Benefits / 11 months per year (August - June)

SALARY: Regionally competitive based on education, certification, and experience (\$60,000 – \$90,000).

APPLICATION DEADLINE: Until filled

Apply by visiting tinyurl.com/CassJobs

Questions may be directed to:

Ms. Nanette Pauley at npauley@marcellus.org or by calling (269) 646-7655

Dr. John Ritzler at jritzler@cassopolis.org or by calling (269) 445-0503

It is the policy of both Marcellus and Cassopolis Public Schools that no person shall, on the basis of race, color, religion, national origin, or ancestry, age, sex or disability be excluded from participating in employment or any of its programs or activities.