STUDENT INTERVENTION & SUPPORT SERVICES
ANN ARBOR PUBLIC SCHOOLS
LEAD. CARE. INSPIRE.

Assistant Director - Student Intervention and Support Services

JobID: 8150

Position Type: Administration/Director

Location: BALAS Administration Building

Date Posted: 4/18/2018

Closing Date: 08/08/2018

SALARY: AAAA Salary Schedule, 210 day calendar

REPORTING RELATIONSHIP: Executive Director of Student Intervention and Support Services

QUALIFICATIONS REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The following is a list of qualifications for the position, any one of which may be waived by the Board in exercising its prerogative to determine qualifications.

EDUCATION AND EXPERIENCE:
Master's Degree in Special Education.
Valid Teaching Certificate with special education endorsement.
Meet requirements for Michigan administrative certification.
Full approval as special education supervisor.
3-5 years successful special education experience, using best practice.
Proven experience in general and special education collaboration.
3 years experience as a special education supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Ensure delivery of special education services.
Facilitate team meetings and IEP meetings.
Monitor compliance of all services with IEP's, State and Federal (IDEA) regulations.
Collaborate with other educators in the areas of effective service delivery and problem solving.
Enhance the ability of individual school building personnel to serve students with special needs.
Direct, supervise, and evaluate the work of assigned staff.
Collaborate with parents and community partners.
Other duties as assigned.

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location.

METHOD OF APPLICATION:
All applicants must apply online at
https://www.applitrack.com/WISD/onlineapp/jobpostings/view.asp?district=1192&category=Administration&AppliTrackJobId=8150_1192&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1
Certified Positions Only: Copies of an active Michigan Teaching Certificate and college transcripts are required with application packet. Original certificate and certified transcripts are required prior to being hired.