**FYI-CSI llc**

Date: July 6, 2016

Job Title: Director of Special Education for a Charter School/Oakland County, Michigan

Employment Terms: 214 Day calendar 7:45 A.M - 4:00 P.M.

Salary Level: Based on Experience

Effective Date: Position to start immediately

**Qualifications:**

* Must meet R340.1771 requirements for Director of Special Education or R340.1772 requirements for Supervisor of Special Education.
* Current Michigan administrator certification or must be enrolled in and able to complete in three years.
* Master’s Degree or higher
* Full approval/endorsement in a minimum of one area of Special Educaiton.
* Knowledge of and demonstrated experience of best practices in administration of Special Education programs, rules and regulations.
* Ability to communicate effectively and work with parents, students, school personnel, and agencies.
* Problem-solving ability and conflict resolution skills.
* Highly organized and proven ability to prioritize.
* Experience or familiar with Continuous Improvement Monitoring System (CIMS).
* Knowledge effective methods of performance evaluation.
* Knowledge/Experience in the areas of Special Education including areas of emotionally impaired, cognitively impaired, learning disabled, ASD and others.
* Understanding of Common core State Standards, Essential Elements and Alternate State Assessments.

**Responsibilities:**

Supervise, facilitate, and coordinate special education classroom programs and staffing; responsible for the day to day coordination and compliance within the programs.

Ensure compliance of established procedures for initial evaluation, placement, and reevaluation of students with regard to the special education program.

Provide reports and performance evaluations of staff performance as required and assigned

Establish and maintain effective and professional working relationships with students, staff, parents and the community; seeking to facilitate mutual resolution to concerns or complaints

Initiate professional development programs for staff, provide training, and facilitate processes

Provide guidance to staff on matters related to special education and 504 compliance and services, and consults with parents on such matters.

Facilitate the implementation of effective Positive Behavioral supports, Functional Assessments, Behavioral Plans and effective data collection systems.

Work effectively as a member of the District's administrative team

Attend Board meetings and evening events, when requested

Regular and predictable attendance

Perform other duties as directed by the FYI-CSI llc.

**METHOD OF APPLICATION:**

Interested applicants need to submit an application to:

Francis-Young International-Consultants in School Improvement
FYI-CSI via email to:
fyi-csi@comcast.net

Interviews to be conducted the week of July 18th.

For more information on the position you can phone:

248-889-1691 (O)

248-802-7833 (M)

Company Information:

[www.fyi-csi.com](http://www.fyi-csi.com/)

[www.internationalspecialeducation.com](http://www.internationalspecialeducation.com/)

**APPLICATION DEADLINE: Until Filled**