

Tri-Rivers Career Center & Center for Adult Education

VACANCY POSTING

A school where you are ALLOWED to, INSPIRED to, and EXPECTED to be AMAZING!

POSTING DATE:	May 9, 2024
POSITION:	Director of Special Education and Pupil Services
REPORTS TO AND EVALUATED BY:	Superintendent
MINIMUM REQUIREMENTS:	<ul style="list-style-type: none"> • Master's Degree • Teaching or administrative experience in appropriate related field • Hold license necessary to evaluate certified staff
RESPONSIBILITIES:	<ul style="list-style-type: none"> • Supervises classroom instruction • Helps instructors understand the special needs or problems of individual students • Supports the professional development of staff members • Supports the introduction of instructional ideas and strategies to staff members • Follows district evaluation policies and procedures for assigned staff • Collaborates with district staff, families and the community in developing and implementing services and/or programs • Plans, administers and directs the district's special education programs • Formulates proposals for the development and revision of policies pertaining to special education programs • Establishes and monitors procedures for the screening, placement, evaluation, assignment and reappraisal of students with regard to the special education program • Coordinates the development, implementation and revision of the curriculum for special needs students • Conferences with parents/guardians of students enrolled in special education programs and resolves concerns • Assesses and identifies special education program needs and provides recommendations regarding future special education equipment program and personnel requirements <p>NOTE: The above lists are not ranked in order of importance, or meant to be all inclusive list</p>

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PERSONAL QUALITIES:	<ul style="list-style-type: none"> • Ability to work collaboratively within the school community • Management and problem solving skills • Ability to communicate and interact effectively with a variety of audiences • Ability to interpret, analyze and use data • Knowledge of content and best practice • Maintain comprehensive knowledge of IDEA, State and Federal education laws and regulations
WORK YEAR:	The contract year shall be from August 1 to July 31. Contracts shall be limited to a term or terms not to exceed five years each.
BENEFITS:	Comprehensive package including medical, dental, prescription, optical, and life insurance
STARTING DATE:	August 2024
APPLICATION PROCEDURE:	To Apply - Submit a certified employee application (available online at http://tririvers.com), Resume, Credentials, Three Letters of Recommendation, copy of current certificate(s)/license(s) along with a cover letter briefly describing applicants knowledge of position, and views regarding effective academic and special needs program management.
SUBMIT APPLICATION MATERIALS BY May 24, 2024 TO:	Marcie Whited, Executive Assistant Tri-Rivers Career Center 2222 Marion Mt. Gilead Road, Marion, OH 43302 (740) 389-8515 mwhited@tririvers.com

Equal Opportunity: In accordance with Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973, The Tri-Rivers Career Center Board of Education has a policy prohibiting discrimination against any person on the basis of sex, race, religion, disability, age or national origin.