

Title: Special Education Supervisor/Transition Coordinator
Reports to: Director of Special Education

FSLA: Exempt
Updated: February 2025

Position Summary

Supervise and manage the personnel assigned to maintain effective, efficient, high quality special education programs and services within the COPESD. Provide technical assistance and support for assigned Local Educational Agencies (LEA) and COPESD special education programs and services. Provide coordination across all LEAs and COPESD programs of best practices, compliance and technical assistance in transition planning for employment, independent, living and post secondary education/training for students with disabilities.

Principal Duties and Responsibilities

(Essential functions in terms of the Americans with Disabilities Act)

- Collaborates with the Administrative team to develop a common understanding and approach to support all of the region's learners.
- Participate in the school improvement process to develop a clear plan for continuous school improvement that is consistent with the district's mission.
- Maintain an understanding of rules and regulations revisions and/or changes as they relate to special education program and service delivery.
- Demonstrate a strong dedication and related skills/knowledge for student-centered teaching and learning which builds student, family and community connections.
- Work with district leadership and staff to use data, information, and research to set priorities, evaluate programming, and collaborate for improved results for students.
- Monitor, evaluate, and ensure development and implementation of quality student evaluations, IEPs, transition planning, and provision of a free appropriate public education.
- Evaluate staff in accordance with state laws and district personnel evaluation policies.
- Review teacher plans/performance to ensure that all elements of the curriculum are taught in an environment where all students experience success.
- Plan and implement relevant professional development activities with appropriate COPESD and LEA special education staff members.
- Provide staff training and support to use the school's data system for collecting, analyzing and interpreting multiple forms of data for progress and performance monitoring.
- Interact with co-workers, administration, students and parents in positive, supportive and cooperative ways for the purpose of conveying and/or gathering information required of position.
- Supervise, mentor and lead collaborative work to promote growth and development of staff.

- Represent the department and/or ESD at local, regional and state meetings, trainings and conferences, to foster strategic partnerships.
- Demonstrate continuous improvement through awareness of best practices and educational research.
- Assist the special education administrative team in working with the Parent Advisory Committee.
- Provide State Performance Plan (SPP) data collection, training and reporting.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Preferred Employment Qualifications

Education: Master's Degree, Endorsement in Special Education, Administrator Certificate and/or ability to get approval as Special Education Supervisor/Director

Experience: A minimum of 3 years of satisfactory teaching experience/related service provider in special or vocational education at the secondary level. Administrative experience preferred.

Other Knowledge, Skills, and Abilities: *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.*

Required:

1. Ability to maintain confidentiality with staff and sensitive information.
2. Ability to communicate in a clear, concise, professional manner in both oral and written communications.
3. Ability to effectively manage multiple tasks to meet deadlines.
4. Ability to consistently and reliably perform all duties of the position.
5. Provide Technical Assistance to districts.
6. Assist districts in developing and deepening understanding of MTSS/PBIS.
7. Attend Individual Education Plan (IEP) Meetings or other relevant meetings to support students with disabilities in our region.
8. Timely, regular and consistent daily attendance is required.
9. Evidence of positive and sustained school culture to enhance student growth and achievement.
10. Ability to plan, present and facilitate various professional learning groups.

Terms of Employment

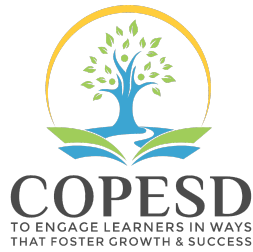
Annual Work Days: 260 days annually starting July 1, 2025

Salary Scale: A competitive salary (\$85,000-\$99,614) and full benefits package will be offered to the selected candidate. Benefits include access to: Health, Life and Disability insurance, as well as vacation, personal business, sick leave and professional development opportunities.

Application Deadline: February 28, 2025 at 3:00 p.m. (or until filled)

Application Procedure: Qualified Applicants may apply in **hard copy or email** with a Resume, Application (found on the COPESD website), transcripts and credentials to:

*Mrs. Kristi Williams, Director of Special Education
COPESD
6065 Learning Lane
Indian River, Michigan 49749
Fax: (231) 238-8551
Email: williamsk@copesd.org*



This job description is not an employment contract and should not be construed as such. Additionally, no other statement, verbal or written, is to be interpreted to constitute an employment contract or an employment relationship. Employment in professional staff positions with Cheboygan Otsego Presque Isle Educational Service District (COPESD) is not by annual contract but rather is covered by the current COP Professional Staff collective bargaining agreement and board policy. This current job description supersedes all prior descriptions and all previous versions of the job description are null and void. This job description may be amended or modified at any time by the employer. Any such modification will be timely communicated to all affected employees.