



NOTICE OF VACANCY

July 11, 2019

TITLE OF VACANCY: Special Education Administrator

LOCATION: Student Support Services

CONTRACT PERIOD: 220 days

REPORTS TO: Director of Student Support Services

REQUIREMENTS/QUALIFICATIONS:

1. Valid Illinois Professional Educator's License with a General Administrative or Principalship endorsement
2. Supervisory endorsement (or willingness to complete)
3. Five years successful experience in special education or related service field
4. Strong interpersonal skills
5. Effective oral and written communication skills and prior experiences that demonstrate the use of a cooperative team approach when working with others
6. Ability to plan, implement and evaluate student support services
7. Knowledge of best practices in areas of evaluation and support services
8. Knowledge and experience in the areas of improving the achievement of students with disabilities, data analysis and interpretation and curriculum
9. Knowledge of current federal and state laws and rules and regulations that pertain to students with disabilities
10. Familiarity with research-based behavioral and academic interventions for students with disabilities
11. Must reside in the Springfield Public Schools district

RESPONSIBILITIES:

1. Plan, implement and evaluate current educational services and programs for students with disabilities
2. Work collaboratively with other district departments and programs to develop a comprehensive continuum of student supports
3. Serve as an ex-officio member of the District's Curriculum Council
4. Serve as a member of the District's Review Team
5. Serve as a member of the Special Education Leadership Teams
6. Assist in the hiring of special education personnel and other support personnel in collaboration with building administrators and the Human Resource Department
7. Supervise and evaluate staff in order to attain the objectives of the department and district
8. Work with district special education programs in the ongoing evaluation of its screening process
9. Develop and implement district professional development in the areas of problem solving and other relevant topics
10. Develop a system of accountability for problem solving, evaluations, counseling services, and other pertinent department data
11. Coordinate the purchase and ordering of materials for support staff
12. Liaison to various community agencies
13. Continue personal and professional growth and apply acquired skills
14. Provide leadership to help implement department and District improvement efforts
15. Other duties as assigned

APPLICATION DEADLINE/OPEN UNTIL:

July 17, 2019 at 4:00 P.M.

EFFECTIVE DATE: First contractual day of

the 2019-20 District 186 220-day calendar

SALARY and BENEFITS: In accordance with current SEA negotiated agreement

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or disability.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER



DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

HOW TO APPLY: go to www.sps186.org/humanresources and click on certified vacancies, follow online instructions *OR*

Refer application and resume to:

Gina McLaughlin-Schurman, Director of Human Resources
Springfield Public Schools District 186
1900 West Monroe Street
Springfield, IL 62704
217-525-3006

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